

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS : Applications must be directed to: The Director-General, Department of Tourism, Private Bag X424, Pretoria, 0001 or hand delivered to Tourism House, 17 Trevenna Street, Sunnyside, Pretoria, Pretoria, 0002. Applications must be accompanied by a comprehensive CV, with certified copies of qualifications and identity document (not older than 3 months).

CLOSING DATE : 31 January 2017

NOTE : In terms of Section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999) (the "PFMA"), the Department of Tourism requires the services of a qualified and interested person to serve as the Chairperson of its Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise-wide Risk Management in fulfilling his mandate as required by the PFMA.

MANAGEMENT ECHELON

POST 03/59 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: NDT26/2016**
Re-advertisement. persons who applied previously need not re-apply)

SALARY : R898 743 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE : Pretoria

REQUIREMENTS : A SAQA recognised B-degree (NQF7) in Financial Management or related qualification plus extensive relevant experience. At least 5 years relevant work experience at middle or senior management level. A sound understanding of government policies and prescripts. Thorough knowledge of the PFMA and Treasury Regulations. Experience in budget management and financial reporting. Attention to detail and ability to meet deadlines. Experience in working with BAS and Persal or other transversal systems will be an added advantage. Skills: Advanced financial management skills. Strategic thinking and leadership skills, Good interpersonal relations. Excellent presentation and verbal communication skills

DUTIES : Management of the financial reporting process (Interim financial statements and annual financial statements). Establishing, implementing and monitoring financial management and internal controls to ensure compliance with subscribed legislation in terms of the Public Finance Management Act (PFMA) and Treasury Regulations. Managing the budget of the Department and ensuring compliance to timelines on submission of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE). Manage monthly bank reconciliations. Management of daily debtors accounts. Ensure compliance to income tax laws. Manage the departmental payroll. Monitoring Transversal System Controllers. Monitor revenue classification and reconciliation for the submission to National Treasury. Consolidation of drawings against the budget and ensure correct drawings on a monthly basis. Management of project expenditure related to the Tourism Incentive Programme Projects as well as the Expanded Public Works Programme Projects. Management of Foreign Aid Assistance funding. Development and maintenance of financial management policies. Managing and resolving internal and external audit queries. Management of staff in the financial management unit.

ENQUIRIES : Mr. R H Ackermann (012) 444 6240

APPLICATIONS : Applications, quoting the relevant reference number must be forwarded for the attention of Mr E Masindi to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE : 03 February 2017 at 16:30 (E mailed, faxed and late applications will not be considered)

- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.
- POST 03/60** : **INDEPENDENT RISK MANAGEMENT COMMITTEE CHAIRPERSON**
2 years contract
Objective: The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge of his duties in respect of risk management with an ultimate aim of achieving the Department's objectives.
- SALARY** : Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in line with the National Treasury guidelines.
- REQUIREMENTS** : A minimum of a Bachelor's Degree and a Post-Graduate Degree in Auditing, Risk Management or Business Administration will be an added advantage. The ideal candidate should have 5 to 10 years management experience gained from Strategic Management, Risk Management and/or an Auditing / Financial, Anti-Fraud and Corruption environments, preferably in the public service. Previous experience of serving in the Risk Management Committee and/or Audit Committee will be advantageous. The ideal candidate must be an independent external person, with excellent knowledge of the Risk Management, Corporate Governance, Public Finance Management Act and Treasury Regulations, Enterprise Wide Risk Management (EWRM), COSO model and Public Sector Risk Management Framework.
- DUTIES** : Provide oversight on the review and monitoring the implementation of risk management framework, policy, charter and strategy within the Department. Provide guidance on integration of risk management into planning, monitoring and reporting processes. Provide advice / guidance on setting risk appetite and review risk appetite, tolerance levels, and anti-fraud measures. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter).
- ENQUIRIES** : Mr Zipho Mguli, Telephone number (012) 444 6738.
- NOTE** : Term of appointment: Appointment will be made for a period of 2 years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than two terms. This is not a full-time appointment. Risk management Committee has four statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Committee or Accounting Officer.