

DEPARTMENT OF PUBLIC ENTERPRISES

APPLICATIONS : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028

FOR ATTENTION : Human Resources

CLOSING DATE : 14 July 2017

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

MANAGEMENT ECHELON

POST 26/20 : **CHIEF AUDIT EXECUTIVE REF NO: DPE/2017/053**
Unit: Internal Audit

SALARY : R898 743 per annum (all-inclusive flexible remuneration package consisting of basic salary of 70% and a 30% flexible portion that can be structured according to individual needs)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of three to four year bachelor degree or equivalent qualification with Accounting and Auditing as majors. Seven (7) year related experience of which at least five (5) year must be at middle management level. Must a registered member of a professional body i.e. institute of internal Auditors. Knowledge of the institute of internal Auditors (IIA) International Standards for the professional Practice of internal Auditing (ISPPIA). Public Finance Management Act and Treasury Regulations, Public Service and other related government Acts and Regulations. Project management. Planning and management skills. Excellent communication skills both written and verbal. Operational and strategic leadership. Innovation. Negotiation skills. Interpersonal skills. Attention to detail. Confidentially and decisiveness, Interviewing and investigation skills, Computer literacy, Analytical skills, interact freely with management at all levels. The following will be added advantage: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certification in Control Self-Assessment (CSSA). Experience on External Auditing, Forensic Investigation and Completion of Audit Articles.

DUTIES : Development of a three year rolling strategic and operational plan. Perform quality audits reviews on the work done by the Department. As per requirement. Prepare Progress reports on operational plan and presentation to the Audit and Risk Committee (ARC) as well as for Director-General and management of the Department. Develop audit programme. Monitor and review the implementation of the approved operational plan. Monitor the implementation of agreed action plans for the prior year audit findings. Accountable for evaluating the adequacy and effectiveness of, system of internal control, risk management, governance processes and provides management with constructive, cost-effective recommendations to improve operations. This entails reviewing the activities, processes and procedure that management employs in order to effectively discharge their responsibilities and identify exposure to risk, malpractice fraud, theft, misuse of resources and deviation of conduct and administrative practices from policies and legislative requirements of the Authority. Prepare and Annual review the ARC and internal Audit charters. Management of the internal Audit Activity and the consultants (External service provider). Conduct quality control reviews of the work of the Audit staff. Supervise staff, perform staff mentoring, manage staff performance and on the job training and development. Co-ordinates activities/ functions of the Audit and Risk Committee. Co-ordinate of the forensic investigations. Co-ordinates the work of external audit and internal audit to ensure proper coverage to minimize duplicate of effort.

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| <u>ENQUIRIES</u> | : | Mr Simon Manganye, Tel: (012) 431-1012 |
| <u>POST 26/21</u> | : | <u>DIRECTOR STRATEGIS PLANNING MONITORING AND EVALUATION,</u> <u>REF NO: DPE/2017/054</u> Unit: Strategic Planning, Monitoring and Evaluation |
| <u>SALARY</u> | : | Level 13 R 898 743 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual. |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A SAQA recognized B-degree (NQF7) in Social Sciences, Business Management, Public Administration or a related field; minimum of 5 years' middle/senior management experience, preferably within the broader public sector. Knowledge of strategic planning, Government planning and reporting and relevant legislative and regulatory framework, Government Wide Monitoring and Evaluation Framework, Guideline for the preparation of the Annual Report, Performance Information Handbook. Strategy development knowledge and skills, Quality assurance principles knowledge and skills, Communication skills (both verbal and written), Conflict management skills, Risk management, research skills, Contract management, Public sector governance knowledge, Project management skills. |
| <u>DUTIES</u> | : | Develop and maintain Department's 5 year strategic plan and annual performance plan in line with national priorities, monitor the performance of the Department and of the State Owned Companies. Developing frameworks and guidelines on strategic planning matters, Coordination of the development of the Strategic Plan, Annual Performance Plan and Business Plan for the Department, Coordinate performance monitoring and reporting requirements for the Department, Monitor the implementation of the strategic and Annual performance Plans for the Department, Coordinate annual review of the Departmental initiatives, Develop and maintain an organizational performance management system for the Department, Compile reports on Departmental progress in terms of Annual Performance Plan and Business Plans; Produce the business plan and annual performance management programme incorporating the initiatives emanating from the sub-programmes; Liaise with the Monitoring and Evaluation Directorate on the implementation of various plans; Advice managers in developing achievable outputs per identified programme; Co-ordinate, advise, and liaise with line managers on strategic and operational planning principles and activities; Facilitate the establishment of forums to support and manage the monitoring and evaluation of strategic planning and to resolve issues; Ensure that the project plan is aligned to strategic planning process; Ensure the application of project management tools for identified strategic outputs; Screen strategic planning outputs and assign to the project office for project management; Develop processes to facilitate strategic planning within the Department; Collate, prepare, and draft the strategic plan for the Department; Identify points of integration across all strategic initiatives; Facilitate and arrange business planning programmes and sub-programmes |
| <u>ENQUIRIES</u> | : | Mr Simon Manganye, Tel: (012) 431-1012 |