

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.



<u>APPLICATIONS FOR ATTENTION</u>	:	Principal: National School of Government, Private Bag X759, Pretoria, 0001
	:	Ms L Raseroka, HR Unit , National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
<u>CLOSING DATE</u>	:	23 February 2018 @ 16h00
<u>NOTE</u>	:	Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POST

<u>POST 06/44</u>	:	<u>DEPUTY DIRECTOR: RISK, INTEGRITY MANAGEMENT AND COMPLIANCE (REF: NSG 5/2018)</u>
<u>SALARY</u>	:	An inclusive remuneration package commencing at R657, 558 per annum , comprising basic salary(75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion(Salary level 11).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria. A B-degree in Commerce with Risk, Integrity Management and Compliance as major subjects or equivalent at (NQF level 7). At least 3-5 years appropriate risk-, integrity management and compliance experience at an operational level of which 2 years should be at supervisory level. Competencies/ skills: Project management. Communication (written, verbal and presentation) and liaison; Planning and organizing. Customer Care. Analytical; Presentation and facilitation skills; Negotiation; Assertiveness; Coordination skills, Policy analysis and development; Good interpersonal skills - ability to work with all levels of Management across Business Units. Knowledge: Knowledge of the PFMA and related financial management systems, norms and standards. Risk management and Compliance processes, strategies and techniques. Fraud and corruption strategies and legislation. Knowledge of relevant system related to risk compliance. PFMA, Treasury Regulations. Public Sector Risk Management Framework. ISO 31000 Standards and COSO II Framework. King Reports on Corporate Governance. Treasury Regulations. Personal Attributes: Professionalism. Confidence. Integrity. Diplomacy. Assertiveness.
<u>DUTIES</u>	:	Implement a departmental risk management strategy. Analyse the Department's risk profile and advise on appropriate internal control measures. Monitor and evaluate the implementation of the risk management strategy and risk mitigation plan and report thereon. Coordinate and manage processes for identification and assessment of strategic and operational risks in the department. Compile and maintain the risk register for the department. Facilitate risk management workshops and conduct risk awareness campaigns. Verify management action plans and make follow up on outstanding action items from implementation reports. Compile risk compliance reports on a quarterly basis. Educate and train risk champions/ coordinators and conduct advocacy sessions on risk management principles

and processes, to enhance the risk management culture of the Department. Provide secretariat support to the Risk Management Committee. Review and audit compliance status relating to risk management and identify issues of non-compliance with the relevant legislation, regulations and the Department's management policies and notify as well as give advice to management through direct consultations and periodic reports. Engage with seniors management relating to implementation of new business decisions to assess related risks; Ensure that all key policies and strategies(Gift Register, Anti-Corruption Strategy, Fraud Prevention Strategy, Financial Disclosures, RWOPS) and procedure documents are in place and periodically reviewed. Plan and execute compliance monitoring reviews and set up compliance management reporting procedures liaising with Internal Audit; Carry out corrective action as required; Serve as designated ethics officer of the department which entails vetting of financial disclosures, vetting of service providers and contractors and security clearances of employees; Verify the previous employment, qualifications, citizenship and criminal record of all personnel before they are employed; Educate staff on compliance issues and procedures e.g. Awareness on professionalism and integrity principles, declaration of financial interests, vetting of service providers and employees, fraud prevention, etc.); Detect and set out processes to investigate allegations of fraud and corruption and refer allegations to relevant law enforcement agencies; Implement fraud plans required in terms of the PFMA.

ENQUIRIES

: Ms Z Lamati, (012) 441-6019
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

NOTE

: Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.