

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
- FOR ATTENTION** : Mr K Futhane
- CLOSING DATE** : 08 June 2018
- 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 a pre-employment screening and a Top Secret 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. Candidates will be subjected to a security clearance up to the level of "Top Secret".

OTHER POST

- POST 21/53** : **DEPUTY DIRECTOR: RISK, BUSINESS CONTINUITY AND ETHICS MANAGEMENT**
Directorate: Risk Management
- SALARY** : R657 558 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a recognised three (3) year National Diploma/Degree in Risk Management/ Accounting/Internal Audit/Social Science or an equivalent qualification on NQF level 6. A minimum of three (3) years' experience as an Assistant Director in the field of Risk and Ethics Management. Competencies: Professional, highly motivated, critical thinker who will be able to gather and analyse information skilfully; Have excellent interpersonal skills, organisational and planning skills and ability to work on multiple projects simultaneously; Have sense of urgency and ability to identify, analyse and resolve problems timely; Be able to work independently and as part of a team and also work well under pressure; Excellent telephone etiquette; Project Management skills; Effective oral and written communication skills; good office management skills; and ability to handle confidential matters and have integrity and be trustworthy. In depth understanding of the Public Service Regulatory Framework; Public Finance Management Act; Public Sector Risk Management Framework; Public Service Integrity Management Framework; Prevention and Combating of Corrupt Activities Act; Public Service Anti-Corruption Strategy; guidelines for Implementing Minimum Anti-Corruption Capacity Requirements in Departments. Good understanding of business and management principles involved in strategic planning, resource allocation, human resource modeling and leadership techniques. Monitoring and evaluation methods, tools and techniques.
- DUTIES** : The successful candidate will be responsible for facilitating the review of the Risk Management Policy and the frequent review of The Presidency's Enterprise Risk Management Framework in line with the Public Sector Risk Management Framework. Reviewing the Risk Management Strategy; Developing an Integrated Risk Management Implementation Plan. Quality review of activities incorporated in the Risk Implementation Plan to ensure alignment to the Strategic Plan, Annual Performance Plan and the Unit Operational Plan. Disseminating Risk Implementation Plan to Internal Management structures for inputs. Monitoring effectiveness of work performed

as per Risk Implementation Plan. Reviewing progress status report on the effective implementation of activities as planned on the Risk Implementation plan. Reviewing progress status report on the effective implementation of activities as planned on the Risk Implementation plan. Coordinate Business Continuity arrangements in The Presidency. Facilitate the review of the BCM policy and procedures. Conduct a Business Impact Analysis (BIA) to establish the business demands in terms of Recovery Time Objective (RTO) and Recovery Point Objectives (RPO) and a Business Continuity Risk Assessment. Liaise with BCM Champions to confirm the suitability and accuracy of Business Impact Analysis, continuity strategies and overall plan development. Develop status reports on continuity plans and prepare management reports as and when necessary. Ensure compliance with evolving regulatory requirements and industry standards. Coordinating of the Ethics Management Programme in The Presidency. Review the Anti-Fraud and Anti-corruption policy. Develop and review the Ethics and Fraud Prevention Strategy and Response plan. Conduct specific fraud detection reviews in some of the identified high fraud risk areas on a regular basis as well as awareness sessions on The Presidency's Ethics Management Programme. Coordinate the submission of disclosure of Financial Interest by SMS members, MMS (levels 11-12) and OSD equivalent as well as Finance and Supply Chain Management employees. Manage other Remunerative Work outside the Presidency by employees and manage the possibility of other remunerative work performed by employees creating potential, perceived or actual conflict of interest. Report to the Ethics Committee all developments pertaining to the Ethics and Integrity Management Programme. Coordination of the Risk Management and Ethics Committees.

ENQUIRIES

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Mr G Mahlangu Tel No: 012 300 5378