

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor , Pretoria at the Reception.
- CLOSING DATE** : 17 August 2018
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. NB: Please ensure that your application reaches this office before 17h00 on week-days.

MANAGEMENT ECHELON

- POST 31/02** : **DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT**
- SALARY** : R948 174 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor`s Degree / Diploma in Auditing / Internal Audit and Accounting. 5 years middle managerial level experience. Strategic capability and leadership. Registration with Certified Internal Audit (CIS) will be an added advantage. Understanding of Treasury and PFMA Regulations. Knowledge of Project Management best practice. Knowledge of the standards of the Institute of Internal Auditors. Knowledge of risks based Internal Audit methodologies; procedures and software. Knowledge of risk management standards and procedures. Knowledge of government legislation. Knowledge of monitoring and evaluation methods. Job related skills required: Problem solving skills. Computer literacy. Analytical skills. Interpersonal skills. Negotiation skills. People and diversity management skills. Sound financial management skills. Report writing skills. Presentation skills.
- DUTIES** : Manage the development of Strategic risk-based Audit plans and Operational policies and procedures. Managing adherence to and continuous improvement of the Internal Audit risk based audit methodology. Act as a secretariat for the Audit and Risk Committee. Act as an interlocutor between the department and the Auditor-General of South Africa (AGSA). Conduct risk and compliance audits to address Operational and compliance risks. Conduct information technology audits. Oversee the development and implementation of Risk Management process. Provide advisory services on Risk Management process. Review Strategic risk register quarterly. Management of Human, Physical and Financial resources.

ENQUIRIES

: Ms Lerato Maisela, Tel No: (012) 393 1916/2500