

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, copy of ID, valid driver's license and highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to the E-mail address below: BMArecruitment@dha.gov.za
- CLOSING DATE** : 16 May 2022
- NOTE** : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

- POST 15/76** : **DIRECTOR: RISK & INTEGRITY MANAGEMENT REF NO: HRMC 23/22/1**
Branch: Border Management Authority
- SALARY** : R1 073 187 - R1 264 176 per annum (Level 13), an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Pretoria, Arcadia
- : An undergraduate qualification in Risk Management or relevant field at NQF level 7 as recognized by SAQA. 5 years' management experience in risk management environment. 5 years' experience at middle /Senior management level is required. Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act, National Treasury Regulations as well as Public Sector Risk Management Framework. Understanding of legislation and prescripts. Understanding of other best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks. Understanding of the Public Sector Integrity Management Framework. Ability to build strategic working relations. Communication, decision making and

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conflict management skills. Planning and organising. Quality orientation, customer focus, problem solving and computer literacy. Good grooming presentation skills. Adaptability, creativeness, discipline and innovative. Pay attention to detail. A valid driver's licence and willingness to travel.

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the functions of Risk Management across Border Management Authority and ensure effective risk reporting. Develop identified risk management policies and procedures in conjunction with the Policy and Strategy unit. Implement and maintain the Risk Management strategy, structure, policy, and framework in the Border Management Authority. Liaise with business units in areas of responsibility to ensure that there is consistency and uniformity in the application of risk management in the Authority. Oversee the effective implementation of risk management processes and procedures. Facilitate central solutions for common risks and for risks where central organisational facilities are available. Assist top management to review organisational objectives and link these to organisational and risk management contexts. Establish and maintain effective communication channels to enable informed decisions making. Report to management, legislature and audit committee on the management of risk processes. Ensure the development of risk registers and evaluate mitigating measures and risks quantification, key risk indicators and the identification of tolerance levels. Establish the risk reporting framework. Ensure risk monitoring and reporting and record decisions regarding risk mitigation measures. Prepare and arrange updates and reviews of the risk strategy on an annual basis. Ensure operational efficiency and service delivery within the Border Management Authority. Develop the business plan for the directorate and ensure effective prioritisation and resource planning. Report on the performance of the directorate against the business plan to the Commissioner. Effectively manage the performance of the directorate against agreed service level agreements, business requirements and targets. Oversee the effective implementation of process and systems enhancement initiatives within the directorate. Develop identified policies and procedures in conjunction with the Policy Development Directorate. Develop the templates, standards and practices for the directorate to enable effective delivery. Maintain close links with Business Intelligence and Research functions in the Authority to identify new trends and strategic direction, and to ensure data and information flow in support of planning. Ensure that systems are in place to monitor the implementation of the strategic and annual plan in conjunction with the Monitoring and Evaluation unit. Ensure the alignment of strategies across the Border Management Authority, and with national government agenda and mandate. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review policies on communications, including the code of good practice within the directorate. Develop and ensure implementation of good governance processes, frameworks and procedures. Build relationship with external auditors and other assurance providers. Ensure compliance with policies, procedures, and prescripts to safeguard the authority against breaches of integrity. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and Border Management Authority policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure risk and compliance management. Develop and implement governance processes, frameworks and procedures within the directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, policies and procedures within the Border Management Authority. Ensure compliance with all audit requirements within the Border Management Authority. Represent the Border Management Authority at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Manage physical, human and financial resources. Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee

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motivation and cultivate a culture of performance management. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees.
: Ms P Hlatshwayo Tel No: (012) 432 6641