

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below post and quote the post name in the subject line of the e-mail address to receive an acknowledgement. Hand-delivered applications can be submitted to the or Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 05 May 2022. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed or comprehensive CV only Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest. DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 13/32** : **DEPUTY DIRECTOR: RISK MANAGEMENT**
 Chief Directorate: Internal Audit
 Directorate Risk, Governance and Compliance
- SALARY** : R766 584 per annum (Level 11), This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria
 Applicants must be in possession of an undergraduate qualification (NQF level 6) as recognized by SAQA in Risk Management / Internal Auditing or related qualification. 3 - 5 years of experience at supervisory / managerial level in Risk Management / Internal Auditing or related field. Professional Membership with IIA/IRMSA will be an added advantage. Competencies: Knowledge and understanding of the Public Finance Management Act of 1999, Treasury Regulation, Public Sector Risk Management Framework, King Report on Corporate Governance, ISO 31000 standards on Risk Management and COSO integrated Risk Management Framework. Knowledge of Auditing and Accounting principles and practices. Knowledge of standards for the Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Risk Management. People management Planning and organizing Time management Strategic Planning Policy analysis and development Facilitation skills Report writing skills Analytical skills Computer skills (MS Word, Excel and PowerPoint) Ability to work as a team and independently Ability to work under pressure and meet deadlines.
- DUTIES** : Develop and review the departmental wide risk management framework (policies, strategy, implementation plan. Develop and review anti-fraud and corruption framework (policy, strategy, fraud prevention plan) Manage and facilitate the institutionalization of risk management awareness. Coordinate and facilitate risk assessment processes. Oversee risk management function within the Department Conduct frequently reviews of departmental risks Update and maintain departmental risk register. Provide monthly and quarterly progress reports on implementation of risk management plan and strategies Monitor and evaluate the implementation of Risk Management Policies and Strategies. Liaise with directorates to ensure identification and management of

risks Monitor and facilitate Risk Management Committee activities. Conduct awareness campaign on fraud and corruption activities Monitor and implement controls to combat fraud and corruption Conduct risk research and analysis Manage resources within the unit including budgeting Provide administrative support and management to the Directorate.

ENQUIRIES : Ms Motaung Tel No: (012) 351 1688
APPLICATIONS : Please e-mail your application to ddrm23@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

POST 13/33 : **DEPUTY DIRECTOR: GOVERNANCE, PERFORMANCE AND IT AUDITS**
 Directorate: Governance, Performance, And It Audits

SALARY : R766 584 per annum (Level 11), This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an undergraduate qualification (NQF 6) as recognised by SAQA in Information Technology / Informatics / Computer Science At least 3-5 years' experience at junior / middle managerial level in ICT Audits A Certified Information Systems Auditor (CISA) / Certified Information Security Manager (CISM) or equivalent professional certification is an added advantage Training in ACL or equivalent data analytics tool will be added advantage Training in Hacking and / or Network Security or equivalent data analytics tool will be added advantage Registration and proof of active membership with the ISACA/Institute of Internal Auditors (IIA) or equivalent professional institute will be an added advantage Valid code B driver's license. Competencies: Solid IT audit experience with a broad range of exposure to all aspects of ICT general controls, business planning, systems analysis; application development; Computer Assisted Audit Techniques (CAATs) and network security. Knowledge and implementation of COBIT, ISO27001/2, ITIL, PMBOK/PRINCE II Frameworks in the execution of Information Technology Audits (i.e., IT Infrastructure, IT Operations, IT Security, ERP systems); Experience in auditing techniques (CAATs) or data analytics, including scripting; Understanding of business processes and systems; Knowledge and understanding of ICT enterprise-wide risk management; Knowledge of the public sector regulatory framework, e.g. the Public Finance Management Act and Treasury Regulations; Strategic and analytical thinking; Leadership skills; Client service orientation; Interviewing and investigating skills Ability and willingness to travel extensively abroad.

DUTIES : Provide strategic and operational management support on the ICT Audits annual and long-term planning; Manage and execute Information Technology and/ Internal Audits. Conduct internal audit in a computer environment; Review and execute audit plan. Maintain internal audits reporting processes and procedures. Ensure adherence to the utilisation of policies and procedure; Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit Committee; Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of approved operational and strategic plans, policies and procedures and internal audit guidelines; Provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function; Monitor adherence to internal audit standards and procedure. Facilitate the Audit Committee functions.

ENQUIRIES : Mr V Kgware Tel No: (012) 351 1250
APPLICATIONS : Please e-mail your application to ddgpita23@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

POST 13/34 : **INTERNAL AUDITOR (X2 POSTS)**

SALARY : R269 214 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a National Senior Certificate plus a Degree / Diploma in Accounting / Internal Auditing / Information Systems (NQF level 6) or equivalent qualification. At least 1 to 2 years working experience in an Internal Audit or IT Auditing environment as an Intern or equivalent. Added

Advantage: Completed Internal Audit Technician (IAT) or attendance of any formal internal audit related training offered by the Leadership Academy of Institute of Internal Auditors South Africa (or equivalent) during Internship. Competencies: In depth knowledge and understanding of internal audit practices based on theory from academic tertiary and practice of Internal Audit during Internship. Knowledge the relevant Public Service and Treasury regulations such as PFMA and its prescripts. Basic knowledge of standards for the Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors as included in the theory academic qualification and limited practice during Internship. Computer Skills (work, excel, etc.) Time Management Planning & Organising Ability to work as a team (human, and interpersonal relations) and independently Ability to work under pressure Communication Skills (writing and verbal).

DUTIES

: Plan logistics where applicable for allocated audit projects under the supervision of the Senior Internal Auditor. Conduct audits; evaluations on internal controls, and identification of risks on the processes within Department under the supervision of the senior Internal Auditor. Compiling of detailed audit programmes for all activities assigned to that form part of an audit under the supervision of the senior Internal Auditor. Execution of the audit programmes for audits under the supervision of the senior Internal Auditor. Form part of the entry and exit meetings during audits under the supervision of the senior Internal Auditor. Drafting preliminary audit findings for review by the Internal Audit Supervisor in accordance with Internal Audit methodology.

ENQUIRIES

: Mr V Kgwale Tel No: (012) 351 1250

APPLICATIONS

: Please e-mail your application to ia23@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.