

## DEPARTMENT OF EMPLOYMENT AND LABOUR

*It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*

<b><u>CLOSING DATE</u></b>	:	06 May 2024 at 16:00
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

## OTHER POSTS

<b><u>POST 13/01</u></b>	:	<b><u>AUDIT COMMITTEE CHAIRPERSON</u></b> (Three- years fixed term contract)
<b><u>SALARY</u></b>	:	Member will be remunerated according to rates approved by the Department
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary or equivalent qualification in Accounting, Internal Auditing and Risk Management, Certified Internal Auditor (CIA) or Chartered Accountant (CA) or equivalent professional qualification relevant fields is a prerequisite, for the appointment as the Audit Committee Chairperson of the Department of Employment and Labour. Candidates should have executive management experience in the risk management, control, governance, within Labour market and or Government sector for more than ten years. Knowledge and understanding of Government prescripts and processes. Knowledge: Applicants must have demonstrable exposure in Risk Management, Governance, Audit, Financial Management, and Organisational Performance Management. The applicants should be independent and knowledgeable on the status of their positions as chairperson of the Audit Committee. A knowledgeable person who keeps up to date with the developments within the Internal and External Audit and Risk Management profession's and developmental aspects. Departmental Values. Technical Knowledge, Department of Public Service and Administration, National Treasury, prescripts, regulations and guidelines. Lead issues to direct the Committee's focus on properly addressing critical and high risk areas. Skills: Strong

leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, Courage to challenge discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risk and control, Ability to offer new perspective, Ability to promote effective working relationships (among committee members, management, internal and external auditors).

**DUTIES** : Fulfil oversight responsibilities with regard to risk management, control, governance, information technology, compliance, external and internal audit, management accounts and annual financial statements. Assist the Accounting Officer in the effective execution of his/her responsibilities. Assist to build trust and confidence in how the Department is managed. Regulate and discharge all responsibilities as contained in relevant legislations and or the Audit Committee Charter. Direct and lead the Committee and account to the Accounting Officer and relevant Executive Authority.

**ENQUIRIES** : Ms Malekgotla Nkuna Tel No: (012) 309 4336/4428  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 13/02** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR4/4/8/58**  
 (Three- years contract)

**SALARY** : Chairperson will be remunerated according to rates approved by the Department

**CENTRE** : Provincial Office Kimberley

**REQUIREMENTS** : A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a member of the Risk Management Committee of the Department of Labour: Head Office. Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management, Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.

**DUTIES** : Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, anti-fraud and Corruption, compliance management and business continuity plan. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

**ENQUIRIES** : Mr. Z Albanie Tel No: (053) 838 1502  
**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

**POST 13/03** : **RISK COMMITTEE MEMBER REF NO: HR 5/1/2/3/76**  
 (Three- years contract)

**SALARY** : Member will be remunerated according to rates approved by the Department  
**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS**

: A three-year tertiary qualification graduate in Accounting / Risk Management or Auditing, with post-graduate qualifications or certification in similar fields, such as CRMA/ CIA /CA (SA)/CISA. Affiliation to a professionally recognised body such as IRMSA / IIA / ISACA / BCI or any risk management/internal audit /accounting related professional affiliation. Candidates should have executive management experience in Risk Management governance across large entities of the public and/or private sectors, and mitigation through internal control mechanisms in the fields of Financial management, Information and Communication Technology, Organizational performance, Support services, Business Continuity, Compliance, for ten (10) years or more with exposure in serving in the oversight committees. The candidate should demonstrate a personal interest in delivering a better service to its citizens. Knowledge: Applicants must have extensive experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management. Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee. A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects. Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Compensation Fund business strategies and goals, Compensation Fund regulations, policies and procedures, Compensation Fund Services Skills: Strong leadership. Analytical thinking ability and good communication. Courage to challenge answers and ask relevant questions. Willing to dedicate time and energy to serve the interest of the public. Encourage openness and transparency. Healthy scepticism and professional approach. High level of integrity. Inquisitiveness and independent judgement. Knowledge of the public sector fund's risk and control. Ability to offer new perspective.

**DUTIES**

: Fulfil oversight responsibilities with regard to Governance, Risk management, Internal Control, Legal and Regulatory Compliance, External and Internal Audit, Anti-corruption and Integrity Management, Compliance Risk Management, Business Continuity Management and Information and Communication Technology. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities in terms of Risk Management. Regulate and discharge all the responsibilities as contained in the Compensation Fund Risk Committee Terms of Reference.

**ENQUIRIES**

: Ms K Nkabinde Tel No: (012) 406 5723

**APPLICATIONS**

: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**FOR ATTENTION**

: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE**

: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply