

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 or by email to HR@dpme.gov.za (please quote the relevant post and reference number)
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 30 August 2024 at 16:30
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The appointment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates may be required to complete a written test as part of the selection process. The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za. Website www.dpme.gov.za

OTHER POSTS

- POST 29/10** : **RISK AND COMPLIANCE MANAGEMENT COMMITTEE CHAIRPERSON REF NO 01/2024**
Three (3) Years contract
- SALARY** : Members of the Audit Committee will be remunerated in terms of National Treasury rates
- CENTRE** : Pretoria
- 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 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 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. The ideal candidate must have excellent knowledge in of the Risk Management, Corporate Governance, Compliance Management, Public Finance Management Act and Treasury Regulations, Enterprise Wide Risk Management (EWRM), ISO 31000 Standard, COSO model and Public Sector Risk Management Framework. 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 skepticism 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 : Ms S Mbeleki Tel No: (012) 312-0451

POST 29/11 : **AUDIT COMMITTEE MEMBER REF NO: 02/2024 (X3 POSTS)**
(Three (3) Years contract)

SALARY : Members of the Audit Committee will be remunerated in terms of National Treasury rates

CENTRE : Pretoria
Human Resource Management (X1 Post)
ICT Governance (X1 Post)
Public Policy (X1 Post)

REQUIREMENTS : A Bcom/ B Degree/BSC/BTech or Post graduate tertiary qualification in Public Policy or Human Resource or Information and Communication Technology. A Master in Business Administration and /or professional qualification such as Certified Information Systems Auditor (CISA), Certification in Governance of Enterprise IT (CGEIT), and. Applicants must possess extensive executive management / leadership experience in ICT Governance or Human Resource, talent management, diversity management or Public Policy planning and implementation Knowledge in COBIT 19 Framework / ITIL will be an advantage At least 3 years' experience / exposure in serving in oversight committees. Knowledge of the Public Service Act / Regulations, Public Finance Management Act and Treasury Regulations, and other relevant legislation/policies is essential It will be deemed as an advantage if applicants are members of a recognised professional body. Applicant must be independent and knowledgeable on the status of their position as a member of the Audit Committee and must not be a political office bearer. Applicants must demonstration high level of integrity, inquisitiveness, independent judgement, knowledge of public sector risk and control. Ability to offer new perspective. Strong leadership. Ability to promote a conducive and effective working environment / relationship among committee members, executive management, internal and external auditors. Excellent communication skills (verbal and written).

DUTIES : Audit Committee will be required to perform oversight responsibilities on governance, information technology governance, organisational human resource management, and public policy Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Audit Committee operate as a collective and regulated by the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations and Audit Committee Charter Audit Committee will be required to discharge its roles and responsibilities in accordance with the relevant legislation and the Audit Committee Charter Ensure that Internal Audit Unit operates in accordance with International Standards For The Professional Practice of Internal Auditing Build trust and confidence, promote a conducive and effective working relationship among committee members, executive management, internal and external auditors and other stakeholders. Overseeing the effectiveness and reliability of financial and non-financial information, internal control and risk management Advising the executive management on matters relating to amongst others governance, audit, financial management and internal control Independently reviewing the reporting process to ensure the integrity of financial and performance management reports

ENQUIRIES

Providing oversight on the implementation of management action plans to address audit issues Providing oversight on institutional compliance with legislative and regulatory requirements. Promoting a culture committed to lawful and ethical behaviour, including oversight on fraud management.
Ms S Mbeleki Tel No: (012) 312 0451