

## Deputy Director: Risk Management

Salary: R464 919 per annum all-inclusive remuneration package (SL 11)

(Ref. 32/2012)

Head Office (Mmabatho)

**Requirements:** • A Bachelor's degree or National Diploma in Commerce, majoring in Accounting/Audit/Risk Management • At least 5 years' experience at supervisory level within the risk management and internal control environment • In-depth knowledge of the PFMA, Treasury Regulations and other applicable Public Service prescripts • Knowledge of the Public Sector Risk Management Framework, Public Service Anti-corruption Strategy and Enterprise Risk Management (ERM) concepts, frameworks and methodologies • Knowledge of governance and accountability • Proficiency in Risk Management Software (BarnOwl) • Programme, project, financial and change management skills • Problem-solving and analysis skills • A proven track record in people management and empowerment.

**Duties:** • Develop, implement and maintain an Enterprise Risk Management (ERM) framework and supporting policies and procedures • Develop and implement a risk management strategy • Facilitate annual risk assessment processes and maintain a comprehensive risk register • Facilitate the development of risk response strategies (mitigation plans) • Assist in the compilation of strategic and operational plans • Develop and facilitate the implementation of the fraud prevention plan and anti-corruption strategy • Coordinate the activities of the Risk Management Committee and perform the Secretariat function • Assist the Director to ensure that all matters raised in audit reports are adequately resolved • Manage and supervise staff in the unit.

**Enquiries:** Mr E Magole, tel. (018) 388-3473

## Assistant Director: Internal Control

Salary: R236 532 per annum (SL 9) (Ref. 33/2012)

Head Office (Mmabatho)

**Requirements:** • A Bachelor's degree or National Diploma in Commerce, majoring in Accounting/Audit/Risk Management • At least 4 years' internal audit/internal control experience • In-depth knowledge of the PFMA, Treasury Regulations and other applicable Public Service prescripts • Knowledge of risk management and internal control methodologies and strategies • Programme, project, financial and change management skills • Problem-solving and analysis skills • A proven track record in people management and empowerment • A valid driver's licence.

**Duties:** • Assist in the development of the operational plans • Review the Internal Control system within the Department • Conduct internal audits within the Department • Conduct ad hoc specialised audits and inspections • Coordinate internal and external audits • Assist the Director to ensure that all matters raised in audit reports are adequately resolved • Manage and supervise staff in the unit.

**Enquiries:** Mr NM Mahlangu, tel. (018) 388-1116

## Personnel Practitioner (Human Resource Monitoring & Reporting)

Salary: R160 224 per annum (SL 7) (Ref. 34/2012)

Head Office (Mmabatho)

**Requirements:** • A Bachelor's degree or National Diploma in Human Resource/Public Management and Administration or equivalent appropriate qualification • At least 3 years' experience as a PERSAL user • PERSAL training in Introduction and at least 2 other PERSAL courses • A dynamic and confident person with good interpersonal, communication and organisational skills • The ability to work under pressure • Advanced knowledge of the legislative and regulatory framework that governs Human Resource Management and PERSAL • Extensive experience in MS Word, Excel, PowerPoint and file transfer protocol (FTP; draw data from PERSAL into Excel).

**Duties:** • Provide monthly, quarterly, annual and ad hoc human resource management and administration reports • Facilitate and coordinate reporting and evaluation on strategic human resource functions • Monitor reports and report on exceptions • Provide Management decision support through interpretation and analyses of PERSAL reports.

**Enquiries:** Ms IV Louw, tel. (018) 388-1178

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

**Notes:** Applications must be accompanied by a signed Z83 form and a recently updated, comprehensive CV as well as originally certified copies of all qualification(s), ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Short-listed candidates will be subjected to security screening.

Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

Applications should be directed to the Head of Department:

Public Works, Roads and Transport, Private Bag X2080,  
Mmabatho 2735, for attention: Ms V Sebiloane, Office  
No 160, 1st Floor, New Head Office Complex, Old  
Parliament Building Complex, Ngaka Modiri Molema.

Closing date: 7 September 2012



dpwrt

Department: Public Works, Roads and Transport  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA