

ADVERTISEMENT

DEPARTMENT OF TOURISM

The Department of Tourism 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.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

CLOSING DATE: **21 July 2023 (Late applications will not be considered)**

NOTE: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

POST: **DEPUTY DIRECTOR: RISK AND INTEGRITY MANAGEMENT (DT 23/2023)**

SALARY: R 811 560 per annum (salary level 11)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF Level 6/ Level 7 qualification in Risk Management; Accounting; Internal Accounting or Business Management. A postgraduate qualification in Risk Management would be an added advantage. 3-5 years' working experience in the Risk and Integrity field. Sound working knowledge of the legislative requirements relating to Enterprise Risk Management. Good understanding of integrated Risk Management principles and practices such as: Corporate Governance (King IV); Public Sector Risk Management Framework; Public Finance Management Act; Public Service Regulations; COSO ERM Framework; ISO 31 000 Frameworks; Code of Ethics and their incorporation into various business processes; Fraud and Risk Assessment Methodologies. Knowledge of the ISO 22301 Framework; the ISO 22313 Framework; the Good Practice Guideline on Business Continuity Management, and the Treasury and Public Service Regulations. Good interpersonal and communication skills. Good computer literacy and use of standard packages. Ability to liaise with and coordinate stakeholder engagement. Good Organisational, planning, coordination, facilitation, negotiation, consultation, presentation and people management skills Registration with Institute of Risk Management South Africa (IRMSA) would be advantageous. A valid Code B driver's license.

DUTIES: The successful candidate will be responsible for reviewing activities incorporated in the Risk, Fraud and Ethics Implementation Plans to ensure alignment to Strategic, Annual and Business plans; disseminating the Risk Implementation plan to internal management

structures for Inputs; reviewing consolidated inputs on the draft Risk Implementation Plan; monitoring effectiveness of work performed as per the Risk Implementation Plan; reviewing progress status report on the effective implementation of activities as planned on the Risk Implementation Plan; reviewing benchmarked best practices in Business Continuity Management (BCM) to develop the Business Continuity Management Policy and Plan; communicating the value of BCM and the risk of insufficient BCM capabilities to the employees of the Department; developing emergency management plans, measures, and arrangements to ensure the continuous delivery of critical services/processes which permit the Department to recover its facility, data and assets; identifying the necessary resources to support business continuity including personnel, information, equipment, financial allocations, legal counsel, infrastructure protection and accommodations; acting as a coordinator for continuity efforts after a disruption event; identifying opportunities for strategic improvement or mitigation of business interruption and other risks caused by business, regulatory, or industry-specific change initiatives; reviewing benchmarked best practices in Risk Management to develop the Risk Management and Anti-Fraud and corruption policies, strategies and frameworks; quality assuring policies, strategies and frameworks prior to tabling to Departmental Bargaining Chamber (DBC)/ and recommending for DG for approval; ensuring that the policies, strategies and frameworks are aligned to the departmental objectives and goals; ensuring that fraud and risk management frameworks are work-shopped to Department's officials; managing, advising and monitoring conflict of interest in line with the departmental Integrity Management Framework; ensuring the Integrity Management function and mandate is fulfilled and complied with by facilitating fraud and risk assessment workshops; ensuring the development of Departmental fraud and risk registers with mitigation strategies; monitoring the effective implementation of mitigation strategies; providing progress reports on the effective implementation of mitigation strategies to the RMC; reviewing the Risk Management Committee Charter (Terms of Reference); preparing quarterly Risk Management progress reports including Anti-Fraud and Corruption to Risk Management Committee and Audit Committee; developing and maintaining internal anti-corruption systems; reviewing alleged cases of fraud and continuously updating case management register; reviewing the results of preliminary conducted investigations; reviewing gathered and analysed relevant information.

EE REQUIREMENTS: Preference will be given to Coloured Male, and White Male Candidates.

NOTE: Shortlisted candidates may be subjected to a technical exercise.

ENQUIRIES: Ms RS Motshegwa 012 444 6591