

# 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 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.

**NOTE:** In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). 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. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants for SMS positions should complete the National School of government Public Service SMS pre-entry certificate and submit a copy along with the application.

**POST:** **RISK PRACTITIONER (DT15/2022)**

**SALARY:** R 321 543 per annum excluding service benefits (salary level 8)

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised NQF 6 qualification in Risk Management/Accounting/ Internal Auditing/Business Management. Minimum of 3 years' working experience within a Risk and Integrity Management environment. Registered with the institute of Risk Management of South Africa (IRMSA) and the Association of Certified Fraud Examiners South Africa Chapter (ACFESA) would be an added advantage; Understanding of the legislative requirements relating to Enterprise Risk Management, Integrated Risk Management principles and practices e.g. Corporate Governance (King IV), Public Sector Risk Management Framework, COSO ERM framework, ISO 31 000 frameworks; Knowledge of PFMA, Treasury regulation, Public Service Regulatory framework and government systems (BAS, Logis, PERSAL). Good interpersonal, good communication skills, good computer literacy and use of standard packages, research and project management skills. A valid driver's licence,

**DUTIES:** Coordinate departmental operational, ethics and fraud and corruption risk registers; benchmark with the best practices in Risk Management to review the Risk Management Frameworks; compile and analyse the audit finding tracking system and conduct regular analysis of the programme environment to identify emerging risks and liaise with programmes; Facilitate reporting on the implementation of financial disclosure and remunerative work outside the public service dispensation by employees; compile quarterly operational and fraud mitigation progress reports, collate and analyse the risk management quarterly reports and draft risk mitigation analysis report; Facilitate approval of Risk Management Committee and provide secretarial services ( compile meeting packs, assist with logistical arrange for RMC meetings including special meetings); prepare the payment of the external independent RMC Chairperson; Develop a schedule and facilitate logistical arrangements for awareness sessions and

source promotional material; Monitor implementation of Business Continuity Management and facilitate Business Continuity Impact risk assessments; Assist in the development of Business Continuity Management framework and implementation plans.

**ENQUIRIES:** Ms R Motshegwa Tel 012 444 6591

**EE REQUIREMENTS:** Preference will be given to Coloured Male, Asian Male and White Male candidates

**CLOSING DATE:** 16 May 2022 at 16:30 (Late applications will not be considered)