

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: 22 September 2023 at 16:30 (E-mailed, faxed and 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. Shortlisted candidates may further be subject to a job-related test. 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/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA

POST: **RISK PRACTITIONER (DT37/2023)**

SALARY: R 359 517 per annum excluding service benefits (salary level 8)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF 6/7 qualification in Risk Management/Accounting/ Internal Auditing/Business Management. 2-3 years' working experience within a Risk and Integrity Management environment. Registration 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. Good understanding of Integrated Risk Management principles and practices such as: Corporate Governance (King IV), Public Sector Risk Management Framework, COSO framework, Code of Ethics and their incorporation into various business processes, Treasury regulations. A valid driver's licence.

DUTIES: The successful candidate will be responsible for coordinating departmental operational, ethics and fraud and corruption risk registers; benchmarking with best practices in Risk Management to review the Risk Management Frameworks; compiling and analysing the audit finding tracking system and conducting regular analysis of the programme environment to identify emerging risks and liaising with programmes; facilitating

reporting on the implementation of financial disclosure and remunerative work outside the public service dispensation by employees; compiling quarterly operational and fraud mitigation progress reports, collating and analysing the risk management quarterly reports and draft risk mitigation analysis reports; facilitating approval of Risk Management Committee and providing secretarial services (compile meeting packs, assist with logistical arrangements for RMC meetings including special meetings); preparing the payment of fees for the external independent RMC Chairperson; developing a schedule and facilitating logistical arrangements for awareness sessions and source promotional material; monitoring implementation of Business Continuity Management and facilitating Business Continuity Impact risk assessments; assisting 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.**