

CENTRE FOR PUBLIC SERVICE INNOVATION

- APPLICATIONS** : Applications should be submitted online at www.cpsi.co.za/careers or e-mailed to Recruitment@cpsi.co.za. Applications received after closing date will not be considered. Faxed applications will not be considered. CPSI reserves the right not to fill the below mentioned posts.
- CLOSING DATE** : 08 July 2024 at 12h00 pm
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. Applications quoting the correct reference number must be completed on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications using the incorrect application form (old Z83) will not be considered. Each application for employment form (Z83) must be fully completed (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached), signed and initialled by the applicant. Failure by the applicant to fully complete, sign and initial the application form may lead to disqualification of the application during the selection process. The application must indicate the correct job title, the department where the position is advertised. Application form must be accompanied by a fully detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 22/01** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 0003/2024**
- SALARY** : R444 036 per annum (Level 09). Annual progression up to a maximum salary of R532 602 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : A three (3) year tertiary qualification (NQF Level 6) in Risk Management, Business Management/Administration, Financial Management and Public Management/ Administration. At least 3 - 5 years' experience in Audit, Risk and Fraud Management or related field, of which 2 years on a supervisory level. Knowledge: Public Finance Management Act (PFMA), 1999. Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004). National Treasury Regulations. Public Sector Enterprise Risk Management (ERM) Framework. Public Service Act, 1994 as amended. Public Service Regulations, 2016. Basic Conditions of Employment Act (Act 75 of 1997). Labour Relations, 1995. Employment Equity Act, 1998 (act 55 of 1998). King Report on Corporate Governance IV, Combined Assurance.
- DUTIES** : Implement, coordinate, and maintain the CPSI's Risk Management Framework, Fraud Prevention Strategy and Risk Registers. Identify and analyses risks in the respective business units. Profile key compliance aspects in relation to legislation, policies, procedures, controls and monitoring. Monitor the implementation of risk mitigation strategies and conduct risk management workshops, which entail educating and creating awareness on fraud risk and CPSI strategies to manage fraud risk. Ensure and maintain information management and record keeping within the Risk Management Unit. Assist in conducting risk assessments and control identification exercises, assess the identified risks in terms of their likelihood, prepare and update risk registers regularly, and analyses the risks associated with each applicable financial and operational assertion. Monitor and evaluate the effectiveness of risk management practices within the CPSI. Prepare and present Risk Management Reports to Management, EXCO, and the Audit and Risk Committee. Set up and/or review risk appetite and risk tolerance levels of the CPSI in collaboration with members of the Executive Management Team. Serve as secretariat for EXCO and the Audit and Risk Committee. Manage staff and general office administration of the Executive Director's office. Personal Profile: Knowledge and practical experience in planning, organizing, financial management, report writing, and communication. Advanced problem-solving skills, computer literacy, analytical, client-oriented, project management, team leadership, and people management. Strong attributes in client service, integrity, accountability, focus, and loyalty. Ability to work independently under pressure and for long hours. Professional Membership: Affiliation with Institute of Risk Management SA would be an added advantage.
- ENQUIRIES** : Ms. Tshepo Buthelezi Tel No: (012) 683 2817