

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Office of Municipal Manager
POST DESIGNATION: Chief Risk Officer - George
(Permanent)
WC0442336
REFERENCE: 3158950

Salary: R651 444-R845 592 (T16)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks: Cellphone and Vehicle Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

8 years or more experience (which includes 2 years of supervisory exposure) covering all aspects of the audit function (activities as depicted in IIA Standards 1000 and 2000).

A relevant 3 year qualification with preference in auditing or internal audit as a major and registered with a recognised profession.

Computer literacy: MS Office

Valid driver's license

Ability to communicate in two of the official languages of the Western Cape.

Expert knowledge of Risk Management and governance frameworks including COSO, ISO 31000 and King Reports on Corporate Governance.

Expert knowledge of, and practical managerial experience in specialist areas and processes, including:

- Risk Management
- Systems of internal controls
- Fraud management
- Strategic planning, organising, directing and controlling activities relating to Integrated Risk Management

COMPETENCIES:

Core Competencies: Written and Oral Communication, Research and Analysis, Advocacy/ Negotiation, Ethics and Professionalism, Organisational Awareness

Functional Competencies: Internal Auditing, Engagement Management, Information Management

Public Service Orientation Competencies: Interpersonal Relationships, Service Delivery Orientation, Client Orientation and Customer Focus

Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation

Management/ Leadership: Impact and influence, Team Orientation, Coaching and Mentoring, Strategic Capability / Leadership or Direction Setting

KEY PERFORMANCE AREAS:

Ensure that the relevant standards, legislation and best practice are executed and effective

Ensure adequate and effective communication of Integrated Risk Management findings and recommendations for the improvement of the control, risk and governance environment to enable the Municipality to achieve its goals

Ensure that the Municipality complies with the requirements of South Africa's Constitution in respect of ethics

Ensure the integration of risk into strategic planning, risk identification and mitigating activities, and the continuous development and implementation of best practices

Provide management with an oversight of fraud detection and prevention strategies and advise management of best practices regarding fraud detection and prevention

Ensure compliance with relevant standards, legislation, the Public Sector Risk Management Framework, Provincial Treasury and National Treasury guidelines and best practice

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Ensure that key issues are given consideration during the formulation of Risk Management Implementation Plan in accordance with applicable legislation, standards, guidelines and best practice

Ensure information, advice or opinions on relevant matters, communicated through the various mediums, is accurately interpreted through the provision of adequate and clear explanations and facts

Deepen the understanding and knowledge of the disciplines / functions of the Municipality achieving the municipal objectives

Comply with guidelines of National Treasury and Provincial Treasury

Ensure that strategic objectives of Risk Management are consistent with those of the Municipality and comply with applicable legislation, policies, best practice, guidance (including from National Treasury and Provincial Treasury guidance material) norms and standards

Provide the relevant committees, stakeholders and assurance providers with reports that will enable them to fulfil their oversight and / or assurance functions

Inform and advise management of best practices regarding Fraud and Integrated Risk Management.

Ensure that resource requirements of the Section are sufficient and to ensure effective and efficient budgeting, forecasting and utilisation of the municipal resources, to ensure the Municipality achieves its objectives

Accomplish Risk Management performance goals and targets within the quality standards and outcomes required by legislation, National Treasury, Risk Management Framework and expectations of the Risk Management Committee

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SPECIAL CONDITIONS ATTACHED TO THE POST:

The ability to think strategically and analytically in order to monitor and support management on matters of significance to the Municipality as a whole

Work according to strict deadlines

Work overtime when required

PROBATION PERIOD: 6 months

ENQUIRIES: JP Rossouw (044 801 9079/9372)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-06-10]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.

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- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-06-10] AT 16:30PM