



EXTERNAL ADVERTISEMENT

PROGRAMME: CHIEF FINANCIAL OFFICER

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
50003448	Director Audit, Risk and Governance (ARG)	1 5 YEAR PERFORMANCE BASED CONTRACT Level – P05 Salary R1 217 675 PER ANNUM

REPORTS TO : Chief Financial Officer

PURPOSE

To provide professional support services in risk management, governance and internal controls within the organisation. To lead and direct sound risk management, governance and compliance practices, processes and procedures within the regulatory framework. To maintain an effective system of risk management and internal control for the identification and avoidance of risk to which the GPL may otherwise be exposed. To facilitate and coordinate the development and implementation of risk management in the GPL.

As Director of the Audit, Risk and Governance Sub-Programme, lead and manage the following:

KPA 1 Develop and monitor the implementation of the Sub-Programme's Annual Performance Plan (APP) and budget

- Support the strategic planning process of the Institution
- Develop the ARG's APP, Operational Plan and Budget in alignment to the Strategic Plan of the Institution
- Ensure the alignment thereof to the overall Strategic Objectives of the Office of the CFO and Institution
- Implement, monitor, evaluate and report on the implementation of the APP, Operational Plan and Budget
- Manage all resources within the Sub-Programme
- Ensure effective Policy Management

KPA 2 Implement GPL Leadership Practices

- Support the Chief Financial Officer on matters relating to the GPL leadership practice
- To forge a culture of a caring organisation within the Sub-Programme to unleash the full potential of the team
- To ensure that ARG complies with the SCM Policy and procedures
- Manage all contracts within the Sub-Programme
- Ensure economic, effective, efficient and transparent financial management practices
- To oversee the implementation of all Sub-Programme strategic projects
- To ensure that project management principles are adhered to in the implementation of projects

KPA 3 Ensuring an effective outsourced internal audit function and implementation of the Institutional Audit Strategy

- Facilitate and coordinate the outsourced internal audit function and the annual regulatory audit by the Auditor General
- Facilitate and Oversee the implementation of the Internal Audit Plan
- Facilitate, coordinate & report on the progress of the implementation of a comprehensive and effective Institutional audit strategy to achieve and sustain a clean audit
- Oversee the provision of documents in response to the AG's information requests and the processing thereof, within agreed timelines
- Monitor the facilitation and coordination of the year end external audit
- Monitor the follow up on outstanding information and management comments, as requested by the AG
- Provide professional support in eliminating all internal and external audit findings

KPA 4 Manage the implementation of the Institutional Risk Management Strategy and plan

- Drive and lead the implementation of the Risk Management Strategy, Policy and Plan and embed risk management into the day to day operations of GPL
- Facilitate a strategic risk assessment workshop for the Institution
- Oversee the development of the Institutional Strategic Risk Register
- Oversee the implementation of action plans and report progress to oversight structures
- Review the Risk Management Strategy, plan and Policy when necessary
- Develop and Implement sound business processes, procedures and policies to mitigate risk and ensure optimum operational activities
- Conduct Risk Assessments for all projects of the GPL
- Co-ordinate Risk Management Committee (RMC) meetings
- Prepare reports and packs for the RMC meetings
- Prepare reports of the RMC for presentation to the Audit Committee
- To provide members of the committee with necessary information in making effective business decisions
- Ensure the directives and recommendations of the Committee are implemented

KPA 5 Manage the implementation of Internal Controls

- Identify weaknesses in the internal control environment and initiate or recommend remedial action or control, to management, to address identified weaknesses
- Pro-actively lead and assist management to implement the identified control improvement initiatives.
- Pro-actively contribute to an improved system of internal controls

KPA 6 Implement the Institutional Governance Framework

- Drive the implementation plan of the Governance Framework
- Enhance public confidence in the governance & leadership of ARG and GPL
- Implement relevant provisions of the King commission, FMPLA and other relevant legislation
- Drive and lead the implementation of the Combined Assurance Model and Plan and update / review when needed

KPA 7 Manage the implementation of Fraud Risk Management Strategy

- Drive and lead the implementation of the Fraud Risk Management Strategy, Policy and Plan
- Improve management of the fraud risk through increased levels of awareness on fraud & corruption
- Lead an effective Fraud Risk Management Committee
- Drive awareness and implementation of the fraud prevention strategy of the institution, Fraud and Anti-Corruption component of GPL as well as the hotline queries
- Act as chairperson of the Fraud Prevention Committee as and when directed by the CFO
- Co-ordinate investigations, cross-examinations of witnesses and alleged culprits and complying with legislation, regulations, policies and codes of conduct
- Liaison with other internal and external authorities with regard to forensic audits

KPA 8 Implement the Institutional Business Continuity Management (BCM) imperatives

- Facilitate the implementation of the Business Continuity Management Strategy, Policy and Plan
- Provide guidance to the BCM Team with regard to the implementation of the BCM
- Initiate relevant processes to implement the Business Continuity Plan (BCP)

KPA 9 Provide support to internal and external stakeholders

- Develop and maintain a Stakeholder Management Strategy and Plan
- Provide support on professional partnership services of Audit, Risk and Governance (ARG) to Programmes
- Effective stakeholder management of all internal and external relevant stakeholders, namely Internal Audit (IA), Auditor General (AG), Audit & Risk Committee (ARC), Risk Management Committee (RMC), Fraud Risk Management Committee (FRMC), line management, Political Parties, GPL Members & Employees
- Ensure service requests resolved within agreed timelines

- Identify, establish and sustain relationships with relevant stakeholders
- Effective implementation and reporting of resolutions for Secretariat, RMC, FRMC, ARC, Legislative Services Board and other oversight committees, on ARG deliverables
- Resolutions implemented to satisfaction of stakeholders, on ARG deliverables
- Coordinate & facilitate an effective Fraud Risk Management, Risk Management & Audit & Risk Committees
- Coordinate Audit & Risk Committee meetings
- Prepare timeous reports and packs for the Audit Committee

KPA 10 Human Resource Management

- Recruit and Select the most suitable incumbent for available roles
- Implement the Integrated Performance Management System according to the policy
- Identify skills shortages within the Unit and develop training plans, which are to be monitored and evaluated to assess the impact of training
- To create a conducive working environment which promotes high performance and retains the 'right' employees
- Ensure completion and submission of all leave records

KPA 11 Reporting and Feedback

- Report monthly to the CFO and Secretary to the GPL regarding the Risk status and Compliance in the Legislature
- Compile regulatory and monthly/quarterly reports on Operations, Office of the CFO monthly reporting register and Institutional Audit, Risk and Governance Plans
- Regularly submit progress reports to all ARG oversight structures

Competencies:

- Strategic Leadership
- Individual Leadership and Influencing
- Decisiveness
- Analysis/Problem Assessment
- Planning and Organising
- Adaptability
- Able to manage pressure
- Flexible, proactive and goal-oriented

Knowledge and skills

- Financial Management of Parliament & Provincial Legislatures Act (FMPLA) knowledge
- King III knowledge
- Protocol on Corporate Governance for the Public Sector
- Risk, Audit and Fraud Management knowledge and skill
- COSO Risk Management Framework knowledge
- Internal Audit Standards and principles
- Business Continuity Management knowledge and skill
- Excellent communication skills (both verbal and written)
- Financial Management Skills

- Policy development skills
- Project management skills
- Facilitation skills
- People management skills
- Advanced Report writing skills
- Knowledgeable and skilled in monitoring and evaluation systems and tools
- Networking skills
- Conflict Management skills

Qualification and Experience:

- A minimum academic qualification of a Post Graduate degree or equivalent qualification in Auditing, Internal Auditing or Risk Management
- MUST be a Certified Internal Auditor (CIA) / Certified Risk Manager (CRM)
- A minimum of 5 years' experience at senior management level (preferably at Director level within the broader Public Sector)
- A minimum of 8 years' Internal Auditing and Risk Management experience in the private/public sector
- A minimum of 3 years' Fraud Risk Management experience
- Demonstrated knowledge in developing and implementing a Combined Assurance Model
- Business Continuity Management experience will be an advantage

Closing date for applications: 17 July 2018

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post will be subjected to security vetting and screening by State Security Agency, and appointment to the post will be determined by positive results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

If you do not receive any response from us within 6 weeks of closing date, please consider your application as unsuccessful.

TO APPLY FOR THIS POSITION, SUBMIT YOUR CV TO Hrrecruitment1@gpl.gov.za WITH YOUR CERTIFIED SUPPORTING DOCUMENTS (i.e. ID, certified Copy of qualifications with at least two contactable references)

ALWAYS QUOTE THE POSTION REFERENCE NUMBER ON THE SUBJECT LINE – APPLICATIONS WITHOUT A POSITION REFERENCE NUMBER WILL NOT BE CONSIDERED.