



ADVERT: CHAIRPERSON OF RISK MANAGEMENT COMMITTEE

In terms of Section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Public Works and Infrastructure requires the services of a qualified and interested person to serve as the Chairperson of the Department's Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise Risk Management process in fulfilling his/her mandate as required by the Public Finance Management Act.

MINIMUM REQUIREMENTS

Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO31000, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework.

Must have previously served on Risk Management/Audit Committee. Experience in Risk Management, Financial Management, Information Technology, Anti-Fraud and Corruption and Auditing in the Public or Private Sector.

QUALIFICATIONS:

A minimum of a Bachelor's Degree and a Post-Graduate Degree in Auditing or Risk Management, with more than 10 years of management experience gained from a Risk Management, Audit/Financial environment.

DUTIES

The incumbent's main duties will be to:

- Ensure that Risk management Committee (RMC) functions effectively and efficiently.
- Advise management and the Accounting Officer on risk management at an organisational level.
- Represent the Department in respect of all enterprise Risk Management- related matters as delegated by the Accounting Officer.
- Ensure that the department's risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk registers.
- Ensure effective and efficient implementation of BCM framework and Plan
- Ensure that there is proper coordination of the functions for all information involved in risk management mitigating strategies (e.g. Audit Committee)
- Assist in developing efficient and effective measures to prevent fraud by developing a system with administrative and technical features which makes the department less vulnerable to fraud and corruption.
- Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels.

- Perform any other duties to the members of the Risk Management Committee as specified in the terms of reference.
- Report annually to the Executive Authority through the Audit and Risk Committee.
- RMC Chairperson to report to the Director-General quarterly to report status of risk management processes in the Department and report back to the RMC.
- The RMC Chairperson to present and report to the Audit Committee quarterly on the status of risk management processes.

MANAGEMENT OF THE COMMITTEE:

- Take all reasonable steps to ensure the Committee fulfils its obligation and responsibilities.
- Calling and chairing quarterly meetings and special meetings.
- Act as liaison between the Accounting Officer and Audit Committee.
- Maintain ethical and responsible decision-making framework at committee level and address any potential unethical or dishonest situation or potential conflict of interest brought to his/her attention in a timely and efficient manner.
- Provide overall leadership to the committee without limiting the principles of collective responsibilities of committee decisions.

RUNNING OF MEETINGS:

- Provide inputs / set the agenda of each committee;
- Chair the meeting of the RMC, take all reasonable steps to encourage participation of all the Committee members in the Committee meetings and to facilitate free and constructive discussion; and
- Maintain a good working relationship with the secretariat to ensure that action list which were to be completed between meetings are completed.

TERM OF OFFICE

- The appointment for the Chairperson is for the duration of 3 years, subject to renewal at the discretion of the Department.
- The Chairperson may not serve more than two terms.
- This will not be a full time appointment. The Risk Management Committee will meet at least four (4) times a year, and special meetings will be convened where deemed necessary.

REMUNERATION

- An appointed member will be remunerated according to the scales approved by the National Treasury, determined on an hourly basis.
- All other refundable expenses are based on the National Treasury Guidelines.

ENQUIRIES:

Ms K. Sebati Tel: (012) 012 406 1351