



# education

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

**The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment on a three (3) year contract in terms of Sections 38 and 77 of the Public Finance Management Act, 1999 (Act 1 of 1999) to serve on the either the Departments' Audit Committee or the Department's Risk Committee in the positions as set out below. Please note that this advertisement is available for viewing on the Departmental website at [www.mpumalanga.gov.za/education/](http://www.mpumalanga.gov.za/education/), select the Vacancies icon.**

## **CHAIRPERSON: RISK COMMITTEE**

**Requirements:** An undergraduate qualification and post graduate qualification (NQF level 08) as recognised by SAQA in Auditing, Risk Management or Business Administration. CIA, CA, or CRM will be an added advantage. The ideal candidate should have 8-10 years' experience gained at a Senior Managerial level within Strategic/Risk Management and/or Auditing/Financial, Anti-Fraud and Corruption environment, preferably in the Public Service. Previous experience of serving in the Risk Management Committee and/or Audit Committee will be advantageous. The incumbent must be an independent external Chairperson, with extensive knowledge and experience in relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, ISO31000, King IV report on Corporate Governance, the Committee of Sponsoring Organizations (COSO) and Public Sector Risk Management Framework. Must have previously served on the Risk Management/Audit Committee. Experience in Risk Management, Financial Management, Information Technology, Anti-Fraud and Corruption and Auditing in Public or Private Sector.

**Duties:** The primary objective of Risk Committee is to assist the accounting officer to discharge his/her duties in respect of Risk Management with an ultimate aim of achieving the Department's objectives. Review and monitor implementation of risk management framework, charter and strategy within the Department. Ensure integration of Risk Management into planning, monitoring and reporting processes. Provide advice/guidance on setting of risk appetite and review risk appetite and tolerance levels. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties to the members of Risk Management Committee as specified in the Terms of Reference.

**Remuneration:** Compensation of Risk Committee Chair is determined in terms Treasury Regulations 20.2.2 based on National Treasury annual approved rates. All other refundable expenses are based on Mpumalanga Department of Education's related policies in line with the National Treasury guidelines

**Post Ref No N3/029 – Head Office, Mbombela**

**Enquiries:** Mr MEM Bhembe, Tel (013) 766 5431

## **MEMBER: RISK COMMITTEE**

**Requirements:** Applicants must be in possession of an undergraduate and post graduate qualification (NQF level 08) in the field of Auditing, Risk Management or Business Administration. Possession of a CA (SA), CIA, CRM, CFE qualification will be an added advantage. Applicants must have a sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Attributes and skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration Industry. Independence from all operations of the Mpumalanga Department of Education.

**Duties:** The primary objective of Risk Committee is to assist the accounting officer to discharge his/her duties in

### N3 ADVERT CITY PRESS 20190728

respect of Risk Management with an ultimate aim of achieving the Department's objectives. Review and monitor implementation of risk management framework, charter and strategy within the Department. Ensure integration of Risk Management into planning, monitoring and reporting processes. Provide advice/guidance on setting of risk appetite and review risk appetite and tolerance levels. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties to the members of Risk Management Committee as specified in the Terms of Reference.

**Remuneration:** Compensation of Risk Committee Member is determined in terms Treasury Regulations 20.2.2 based on National Treasury annual approved rates. All other refundable expenses are based on Mpumalanga Department of Education's related policies in line with the National Treasury guidelines

**Post Ref No N3/030 – Head Office, Mbombela**

**Enquiries:** Mr MEM Bhembe, Tel (013) 766 5431

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### MEMBER: AUDIT COMMITTEE

**Requirements:** Candidates should have a B Com. degree and further qualification as a CA / CIA / MBA / MBL /MBCHB / IT / LLB with five to ten years' management experience gained from Accounting / Audit / Financial Management / Risk Management / Legal / Education Management Environment / Information Technology. Experience in or knowledge of the Public Finance Management Act and Public Sector will be considered as an additional advantage. In addition to the above, candidates should demonstrate experience in participating in governance structures and experience in serving on an Audit Committee, ability to dedicate time to the activities of Mpumalanga Department of Education's Audit Committee, have an inquisitive personality within reasonable levels of probing, analytical reasoning abilities and good communication skills, and a fair understanding of the regulatory framework within which provincial departments operate. The candidates must not be government employees.

**Duties:** The duties includes inter alia the primary objective of the Audit Committee is to assist the Accounting Officer to discharge of his/her duties with an ultimate aim of achieving the Department's objectives. The Committee is expected to conduct its activities in terms of the Standards for the Professional Practice of Internal Auditing, PFMA, Audit Committee Charter and King IV Report on Corporate..

**Remuneration:** Compensation of Audit Committee members is determined in terms Treasury Regulations 20.2.2 based on National Treasury annual approved rates. All other refundable expenses are based on Mpumalanga Department of Education's related policies in line with the National Treasury guidelines

**Post Ref No N3/032 – Head Office, Mbombela - Audit Committee Member (3 posts)**

**Enquiries:** Mr J Ngubane, Tel (013) 766 5893

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### **APPLICATIONS:**

Applications should be submitted on Form Z.83, obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at [www.mpumalanga.gov.za/education/](http://www.mpumalanga.gov.za/education/), **select the Vacancies icon**. Applications **must** in all cases be accompanied by a recent updated comprehensive CV, **originally** certified copies (**not older than three months**) of all qualifications and RSA ID-document, as well as valid driver's license where required. **Please note that a passport or driver's license will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered.** A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the **relevant** Post Reference Number on your application. No fax applications will be considered.

**NB! APPLICANTS MUST ENSURE THAT THEY FULLY COMPLETE PART A, B AND C AS WELL AS THE DECLARATION AND SIGN FORM Z 83, EVEN IF THEY ARE ATTACHING A CV. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**

**NB!! IF YOU ARE CURRENTLY IN SERVICE, PLEASE INDICATE YOUR PERSAL NUMBER AT THE TOP OF FORM Z83.**

**Applications should be mailed to:**

The Head of Department, Mpumalanga Department of Education,

Private Bag x 11341, Nelspruit, 1200,

For attention: Mr. G Mathebula, HR Provisioning.

Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex, but will be removed on Thursday 8 August 2019

### N3 ADVERT CITY PRESS 20190728

#### **NOTE:**

\*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

\*The filling of posts will be done in terms of the Department's need to meet Employment Equity targets.

**\*To enable the Department to promote employment equity of persons with disabilities, applicants with disabilities who wish to apply for these posts are required to attach documentary proof substantiating his/her disability, failing which applicants will be categorized as not having a disability.**

**\*The principle of Recognition of Prior Learning may be considered in respect of servicing Public Servants.**

\*Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time.

\*The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

\*Candidates recommended for appointment will be subject to a vetting process prior to appointment.

\*If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advert, applicants must assume that their application was not successful.

#### **CLOSING DATE:**

The closing date for the receipt of all applications is **16:00 on Thursday 8 August 2019**. No applications received by the Directorate: HR Provisioning (H/O) after the closing date and time will be considered. It should be noted that the Department will not take responsibility for applications received after the closing date and time even if said applications were sent through Post Office speed services or a courier service.