



## DEPARTMENT OF ROADS AND PUBLIC WORKS.

### ASSISTANT DIRECTOR: - GOVERNANCE (1 YEAR CONTRACT)

#### DIRECTORATE INTERNAL CONTROL

Salary Range: R 311 784- R 376 626.00 (Level 9)

Ref No: DRPW 01/02/2017: Head Office (Bhisho)

**Minimum Requirements:** • An appropriate Bachelor's Degree/ National Diploma in Financial Management/Internal Audit • A minimum of 4 years of which 2 years must be at supervisory level within Risk Management/Internal Control/Accounting and Reporting • A valid driver's license

**Skills:** Interviewing Techniques, Computer literacy • Effective communication (verbal and written) • Planning and organisation, Relationship management, • Good interpersonal and diplomacy skills • Analytical thinking, problem solving skills, decision making skills, motivational skills, negotiation skills, conflict management, presentation skills and report writing skills • Energetic and self-driven; • Team orientated, Change orientated, Assertive and self-confident

**KPA's:** (i) **Provide Strategic Leadership and Management:** - Perform the operational analysis of the unit to identify its status regarding the control environment and internal control systems. (ii) **Perform Internal Control Operations:** - Ensure implementation of an effective, efficient, and transparent system of internal controls. (iii) **Project Management:** - Evaluate and communicate internal control weaknesses timely to those parties responsible. (iv) **Governance:** - Ensure implementation of the governance framework. (v) **Audit and Assurance of Internal Control:** - Provide administrative support and ensuring access of the internal audit unit, audit committee and the auditor general to the financial records and supporting information of the department to perform their respective functions. (vi) **Oversight Support:** - Facilitate responses to oversight bodies (vii) **Governance:** - Ensure implementation of the governance framework.

#### CLOSING DATE: 03 MARCH 2017

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdpw.gov.za](http://www.ecdpw.gov.za)

Applications can be forwarded through one of the following options:

#### DEPARTMENT OF ROADS AND PUBLIC WORKS

Hand Delivery: Room 1039, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.

Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605. Enquiries: Mr. M. Mbangi at (040) 609 6424 / 6248 / 6290

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected

to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

Recommended candidates will undergo comprehensive reference checks which include qualification verification and Personnel Suitability Checks.

**NB: People with foreign qualifications must attach a SAQA Verification letter.**