



GAUTENG
LEGISLATURE
Your View — Our Vision

CELEBRATING
1994-2024
30
YEARS OF
DEMOCRACY



INTERNAL/EXTERNAL ADVERTISEMENT

PROGRAMME: OFFICE OF THE CHIEF FINANCIAL OFFICER

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20241024	Director: Audit, Risk and Governance	One (1) ONLY P05 Permanent R1,692,308 CTC Per Annum

REPORTS TO: CHIEF FINANCIAL OFFICER

PURPOSE

The purpose of this position is to lead the management of internal and external risks thereby overseeing the risk and audit functions to minimize legal, financial, and regulatory compliance risks whilst strengthening the internal controls at a strategic and operational level. The role is effectively responsible for maintaining the integrity of the organisational processes by ensuring that these adhere to compliance and quality standards in accordance with the standards of the Institute of Internal Auditors (IIA) and the Institute of Risk Management of South Africa (IRMSA). The role drives a risk-awareness culture, contribute to strategic decision-making, and collaborate with internal and external stakeholders, including regulators

Key Outputs

Tactical and Operational Planning

- Conduct ongoing trend analyses to identify emerging risks in the external environment as well as developments in the legislative sector to guide the development of functional plans and revision of policies and procedures.
- Participate in risk strategy and planning for the Gauteng Provincial Legislature.
- Develop risk strategy for the GPL Operations as a whole.
- Assist in developing Risk Appetite in line with the GPL Risk Strategy

- Develop new policies and procedures and/or revise existing policies and procedures to enhance the effectiveness of internal controls and minimise operational and strategic risks.
- Develop new and/or enhance existing processes and systems to support implementation of the functional strategic plans.
- Develop Key Performance Indicators (KPI) of the functional strategic plans and present these to the key stakeholders with vested interest in the performance of the Audit and Risk function.
- Monitor the implementation of the functional strategic plans regularly and identify new opportunities to enhance the effectiveness of the function in its operations.
- Develop annual budgets to support the implementation of the strategic plans and operational requirements of the function.

Risk Management

- Analyse and monitor risks, providing second-line assessments and reports to the Risk Committees and governance structures.
- Ensure compliance with applicable laws, regulations and GPL risk and compliance policies.
- Act as Risk Executive for the GPL.
- Monitor and report on the effectiveness of processes in relation to the Group Risk Governance Framework.
- Focus on significant risks and their management within appetite, simplifying and integrating risk management processes.
- Provide leadership that fosters risk ownership and accountability of line managers.
- Influence business to incorporate risk-based thinking in decision-making.
- Coordinate the development of the fraud prevention strategy.
- Develop, manage, and refine qualitative and quantitative risk reporting.
- Implement and enhance the risk framework across the business.
- Support a culture of informed risk-taking through embedding the agreed risk framework into decision-making.
- Implement an Enterprise Risk Management framework aligned with the Group framework.
- Provide constructive challenge alongside Risk Committee structures

Resource Management

- Plan and ensure that a budget exists for the laptops and mobile devices of staff appointed in collaboration with the Chief Financial Officer
- Plan for the office space and furniture of the staff in the function, in collaboration with the Chief Financial Officer

- Approve plan for additional office space as and when there are auditors in the premises to conduct audits

Financial Management

- Approve Sub-program budget in line with the strategic vision, Institutional Strategic plan, and priorities of the Legislature in line with the FMPLA.
- Direct, oversee, facilitate, monitor, and ensure compliance with SCM and all relevant Legislation and Regulations for the Sub-program.
- Direct, oversee and facilitate effective fiscal management and ensure economic, effective, efficient, and transparent utilisation of financial resources for the Sub-program.
- Manage the budget of the directorate in line with budget allocation and directorate work plan.
- Implementation of the budget and expenditure controls
- Compliance to the implementation of fiscal management policies and related legislations.
- Determine directorate resource (people, finances, infrastructure, and systems) requirements and facilitate a process for appropriate resourcing of the work of the directorate.
- Account for the optimal utilisation of all directorate resources including the optimal allocation of people across the business units.

Reporting

- Prepare and submit monthly reports on the execution of the strategic and operational plans.
- Prepare and submit reports on the monitoring of budgets.
- Prepare and submit quarterly reports to serve at the Risk Management Committee and the Audit and Risk Committee
- Prepare and submit annual reports on internal and external audit findings.

Information Management

- Familiarise and comply with the information management policies, standards, and practices.
- Create institutional documents in a timely manner that provide concise, accurate and complete evidence of decisions, transactions, and activities.
- Identify documents that warrant capture as official institutional records based on their business content.

- Capture the relevant contextual information and metadata describing electronic documents that are identified as official institutional records.
- Ensure only necessary records are created.
- Ensure transitory records created or received are disposed of regularly and in accordance with institutional standards.
- Comply with all information security, confidentiality, and privacy protection requirements of the institution.
- Ensure official institutional records are only destroyed in accordance with authorised retention and disposition schedules.
- Classify, categorise, and store information according to institutional guidelines for appropriate sharing, reuse, and tracking.

Stakeholder Management

- Keep the Audit and Risk Committee informed of relevant risks and mitigating actions.
- Collaborate with the Leadership team to maintain the integrity of the organisational processes by ensuring that these adhere to compliance and quality standards in
- Manage relationships with third parties, regulatory bodies, External Auditors (Auditor-General South Africa (AGSA)) and Internal Auditors.
- Facilitate the annual review of risk profiles for the GPL functions.
- Oversee the internal auditing process.
- Facilitate the external auditing process

Human Capital Management

To ensure that the Directorate's Management structure is adequately resourced by:

- Recruiting and selecting the most suited incumbent/s in available role/s
- Implementing the Integrated Performance Management System according to the policy and reporting to the Executive Director and various Secretariat structures on the performance of the Directorate
- Identifying skills shortages for the management team and developing training plans for the Directorate in conjunction with the management team
- Implementation of the Individual Development Plan to be monitored and an evaluation of the impact of the intervention to be conducted
- To create a conducive working culture that promotes high performance and ultimately results in low staff turnover

Competencies:

- Problem Solving and Analysis
- Human Capital Management
- Policy Management

- Change Management
- Strategic Management
- Project Management
- Financial Management
- Conflict Management
- Report Writing
- Monitoring and Evaluation
- Risk Management
- Performance Management

KNOWLEDGE AND SKILLS:

- Financial Management Skills,
- Knowledge of the Public Financial Management Act and/or Financial Management of Gauteng Provincial Legislature Act,
- COSO Framework
- Project management skills,
- People management skills,
- Internal Auditing Standards
- Risk Management Standards
- Supply chain management
- Human Capital Management

QUALIFICATIONS AND EXPERIENCE:

- Postgraduate Degree in Auditing and/or Risk Management or related field.
- Minimum 5 years working experience in a parliamentary or legislative environment.
- Minimum 5 years' experience at Senior Management.
- Minimum 5 years demonstrated public sector experience.
- Minimum 8 years' experience in the application of internal auditing and risk management methodologies at a senior management level.
- Minimum 8 years' experience in project management and budgeting post registration as an Internal Auditor

Closing date for applications: 23 October 2024

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 may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the

results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

To apply for this position, submit your cv to Hrrecruitment@gpl.gov.za for internal candidate and Hrrecruitment1@gpl.gov.za for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references) by navigating through the following web address:

<https://www.gpl.gov.za/careers/>

Always quote the position reference number on the subject line – applications without a position reference number will not be considered.

APPROVED BY.....
SIGNATURE.....
DATE.....