

## **DEPARTMENT OF BASIC EDUCATION**

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

### **APPLICATIONS:**

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)

For Attention: Ms N Sathege/Ms M Mahape

**NOTE:** Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

**POST:** Deputy Director: Risk Management (Ref: DBE/39/2018)

**BRANCH:** Office of the Director General

**DIRECTORATE:** Internal Audit Activity, Risk Management and Forensic Investigations

**SALARY:** R 826 053 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** Applicants must be in possession of an appropriate three year Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing with a minimum of five (5) years' experience in risk management of which four (4) years must have been at supervisory level. The incumbent should possess excellent communication skills, independence, and excellent time management and adhere to stringent deadline date.

**DUTIES:** Develop, maintain and ensure the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks; Review risk management strategies, policies, guidelines and procedures and ensure compliances; Analyse in conjunction with branches, the effectiveness and failure of existing strategies, policies and procedures, and develop interventions or measures to address existing gaps; Conduct workshops in order to assist management in developing the strategic risk registers; Develop, maintain and ensure the implementation of Business Continuity Management policies, guidelines and procedures in line with relevant legislation and frameworks. Facilitate processes relating to the Risk Management Committee; Manage subordinates under area of responsibility

**NOTE:** The successful candidate may be required to undergo a competency test and will be subjected to a security clearance.

**CLOSING DATE:** 06 AUGUST 2018

**ENQUIRIES:** Ms M Mahape 012 357 3291/ Ms N Sathege 012 357 3290