



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240403/1683
Advert Reference Number:	DTP01/04/24
Job Title:	Senior Manager Office of the CEO
Job Level:	Paterson Grade D4
Vacancy Type:	Internal & External
Salary:	R1,020,400 to R1,530,600
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	1000
Number Of Posts:	1

Duties/Responsibilities:

Risk Management and Compliance:

- Review and update the Enterprise Risk Framework every two years for approval.
- Oversee the Enterprise Risk Management process for the organisation.
- Schedule and facilitate strategic risk discussions with Exco and Board.
- Identify and present emerging strategic risks for consideration by the CEO/Exco/Board.
- Co-ordinate the recording of action plans for strategic risks.
- Report on strategic risk register to the Audit and Risk Committee and also report relevant strategic risks to other Board Committees together with status of action plans applicable to those risks.
- Review the risk/registers reports from the operational risk meetings. Ensure that all controls are applicable, auditable and relevant. Ensure that action plans are in place to address risks.
- Review summary operational risk report for completeness and confirm that the quality is appropriate for tabling before the Audit and Risk Committee. Report any slippage on plans or material changes in risk ratings.
- Present the summary operational risk report to the Audit and Risk Committee and respond to queries raised.
- Draft report on the implementation of risk management in the annual report as required by the King IV Code.
- Draft report on combined assurance in the organisation and review report for accuracy and completeness. Present to Exco and ensure that each relevant Executives is cognisant of reports/findings in their areas before tabling before the ARC and respond to queries raised.

Legal and Compliance:

- Review all legal matters within DTPC. Receive feedback relating to the progress and responses to legal matters.
- Review matters presented to external service providers and those handled internally.
- Monitor the progress of all legal matters arising in the organisation and review the legal matters register and receive summary reports on all legal matters within DTPC.
- Oversee the compilation of legal opinions received by the organisation.
- Manage and maintain legal profile of entire organisation:
 - oReceive report on legal matters in the organisation and review report for completeness and confirm that the quality is appropriate for tabling before the Audit and Risk Committee; and
 - oTable report at ARC and answer queries received.
- Coordinate the identification of risks as identified by the legislation and the controls with the maintenance of the organisational risk register

Monitoring and Evaluation:

- Assist CEO to drive the development of Corporate Strategy and Annual Performance Plan.
- Analyse and utilise the performance monitoring and evaluation and research data to assist with strategic performance and operational planning, providing strategic input for the improvement and effectiveness of the entity as a whole.
- Review targets are to ensure they are suitable to current baselines and are measurable, achievable and express the desired level of performance for DTPC.
- Identify areas where corrective action is required to ensure strategic initiatives are achieving the intended outcomes.
- Review information collected on divisional dashboards to ensure relevant information is being collected for Exco and Board.
- Oversee research outcomes across the organisation for improvements to implementation initiatives.
- Review the implementation of organisational statistics in a single repository which is accessible and used in correct context.
- Review annual report to ensure alignment of all information both quantitative and qualitative.
- Review the draft report on value creation as recommended by the King IV Code, ensure alignment of all information both quantitative and qualitative.
- Receive and review information on Broad Based Black Economic Empowerment (B-BBEE) initiatives.
- Review quarterly progress towards annual score and review and recommend initiatives to improve the B-BBEE score.
- Present summary of quarterly progress to score card to Audit and Risk Committee, Remuneration Committee and Board.
- Oversee the annual verification of the B-BBEE scorecard.

Performance Tracking:

- Identify business operational and functional areas, request year plans - there are numerous individual functional areas that need to be tracked for performance across the DTPC, which also include specific project deliverables as these are linked to the strategic plan.
- Track and trace all outputs against committed milestones.
- Prepare performance reports and ensure adequate substantiating evidence had been obtained
- Identify non-performance and develop solutions/interventions to improve performance.
- Assist internal and external auditors with performance evidence and attend to and resolve all findings allocated to Office of the CEO- implement corrective actions when so required

Reporting:

- Ensure the collection of all performance evidence across all departments.
- Analyse and ensure that the correct information is reported by interpreting, reviewing, assessing, questioning and reproducing and report in own words.
- Liaison - internally / externally - to finalise.
- Undertakes analysis of performance and prepares presentation and reports for Exco and Board.
- Supports Finance to verify performance information for submission to DPME, EDTEA, Treasury and OTP.
- The following Reports are either produced or otherwise consolidated or procured from the various functional units: Flagship projects - tracking weekly and reporting to CEO (as and when required) / Intranet Updates.
- Performance planning - tracking monthly (M&E Forum for Validation of POEs).
- Business process improvement recommendations.
- M&E Forum meetings (attended by all functional/operational dept managers).

People Management:

- Conduct appraisals to measure performance against agreed objectives, consulting with employees on developmental goals, career paths and short-term targets and standards.
- Monitor the adequacy of current training interventions through the evaluation of competencies demonstrated in the workplace.

- Approve progress and assessment reports for inclusion into the consolidated M&E Reports.
- Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously.
- Contribute to improving staff morale and increasing productivity.
- Provide leadership that demonstrates the values of the organisation.
- Plan for and manage all recruitment needs for area of responsibility.

Qualifications and Experience:

Honours Degree in Commerce, Economics, Business Strategy or other similar qualification.
 An MBA or business / economics / management related qualification at MBA level, will be an advantage.
 10 years in one or more of risk management, monitoring and evaluation, compliance oversight.
 5-7 years' experience in leading and managing a team.
 3-5 years strategic management experience.

Essential Knowledge, Skills and Competencies Required:

- Knowledge of risk management concepts, frameworks and methodology.
- Knowledge of fraud prevention strategies.
- Knowledge of monitoring and evaluation concepts, frameworks and methodology.
- Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Broad Based Black Economic Empowerment (BBBEE) legislation, POPIA and other legislation and requirements.
- Computer Literacy (Ms Office: Word, PowerPoint, Excel)

Competencies:
 Analysis and problem solving, judgement and decision making, information seeking, systematic thinking, stress tolerance, flexibility, energy, self-confidence, self-awareness, organizational commitment, integrity, reliability, motivating others, communicating the vision, facilitating teamwork, managing conflict, managing change, proactive communication, written and oral communication, impact and credibility, negotiation, networking, developing relationships, planning, organising and prioritising, decisiveness, initiative, results, quality and detail focused

Additional Information

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 26 Apr 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.