



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPG/20240701/1960
Advert Reference Number:	AD-RISK 04/JUNE 2024
Job Title:	Assistant Director: Risk and Integrity Management
Job Level:	09
Vacancy Type:	Internal & External
Salary:	R 444 036.00 - R 532 602.00
Department:	KZN ECONOMIC DEVELOPMENT TOURISM AND ENVIRONMENTAL AFFAIRS
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Pietermaritzburg
Number Of Posts:	1

#### Duties/Responsibilities:

The successful candidate will be required to: &#9642; Ensure implementation of the risk management framework, integrity, and ethics management strategy; &#9642; Facilitate and advice on the risk assessment process; &#9642; Monitor and review the identified risk and ethics response activities; &#9642; Coordinate and facilitate ethics and integrity management activities within the institution; &#9642; Supervision of staff.

#### Qualifications and Experience:

The ideal candidate must have an appropriate three (3) year National Diploma or Degree in Risk Management / Professional Ethics at (NQF level 6/7) as recognized by SAQA. A minimum of three (3) years' experience in Risk Management/ Integrity, and Ethics of which two (2) years of supervisory experience. A valid driver's license. Post-graduate qualification will be an added advantage.

#### Essential Knowledge, Skills and Competencies Required:

An in-depth knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA); Treasury Regulation, and Public Service Regulations. Knowledge of administrative and clerical procedures and systems. Risk Management policies and procedures, risk management principles and philosophy. Government financial systems. Knowledge of risk management in the Public Sector. Knowledge of implementing policies. Knowledge and experience of Anticorruption initiatives in the public service; Operational(practical) knowledge of financial disclosure system (e-disclosure system); Knowledge of Professional Ethics infrastructure in the public service; Ability to conduct research to compile reports based on good governance legislation, especially, the extent to which it relates to Professional Ethics; No criminal record; Knowledge of Risk Management Framework; Integrity Management Framework; Anti-corruption initiatives in the public service; Professional Ethics infrastructure in the public service. Problem-solving and analysis. Client orientation and customer focus. People and diversity management. Accountability and Ethical Conduct. Committed to a high level of quality control. Organizational skills. Good communication skills. Report writing skills. Facilitation and presentation skills. Problem solving and analysis, Service delivery innovation, knowledge of financial disclosure system (e-disclosure system); Operational knowledge of MS Office (Word, Excel, and Outlook) and Analytical skills for report writing. Personal attributes; innovative; independent; time frame driven; meticulous; confidentiality; honest; integrity; reliable; commitment; no criminal record.

#### Additional Information

ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

#### 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](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 22 Jul 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.