

**Circular 23 of 2018**  
**Posted: 2018/11/25, 26 &**  
**29**  
**Closing Date: 14/12/2018**

## **DEPARTMENT OF PUBLIC WORKS**

### **AUDIT COMMITTEE MEMBER**

**REF NO: DPW ACM01/11/ 2018**

The Eastern Cape Department of Public Works hereby invites applications from suitably qualified and interested individuals to serve on its Audit Committee in line with the provisions of Section 76(4) and 77 of the Public Finance Management Act, 1 of 1999, read with Chapter 3.1 of the Treasury Regulations.

**Requirements:** Applicants should be in the possession of relevant bachelor's degrees or equivalent qualification in Information Technology and postgraduate qualification, with 6-10 years' experience in the IT environment and be a member of relevant professional bodies. The applicant must have extensive expertise in ICT governance strategy and its implementation and ICT investment and monitoring the management and mitigation of ICT risks. Knowledge and understanding of King Code on Corporate Governance and COBIT 5. Well-developed business acumen and leadership skills. A demonstration of track record of diligence and integrity. Knowledge and understanding of legislation/policies of Government. Knowledge and understanding of the roles and accountabilities of different governance structures within the organization. Excellent communication skills (verbal and written). Knowledge and understanding of Infrastructure environment will be an added advantage.

The member of the committee should meet the following competency requirements: Previous experience in serving at an Audit Committee (at least two years), have the necessary leadership and personal qualities. Have the ability to lead and participate in the discussions, have a good understanding of the committee position in the governance structure, have the ability and capability to conduct the Audit Committee affairs efficiently and effectively. Have an understanding of Financial and Management Accounting, Management of Performance Information and Reporting, Auditing Experience, Legal, Information and Communication Technology, Corporate Governance, Enterprise Risk Management, Internal Controls and Knowledge of Government Legislations.

**Duties:** The audit committee is an oversight body that operates and discharges its duties according to section 3.1.10 of the Treasury Regulations. The audit committee serves as an advisory committee in assisting in matters relating to financial and operational controls, risk management and governance. Duties will include assisting the Accounting Officer in effective discharge of his responsibilities, and therefore will be required to act as chairperson of IT Governance.

An audit committee may communicate any concerns it deems necessary to the executive authority, the relevant treasury and the Auditor-General.

The audit committee must meet at least annually with the Auditor-General to ensure that there are no unresolved issues of concern.

**Term:** The term of office is three years (part-time basis - approximate number of meetings is six per annum (four ordinary and two special meetings)

**Remuneration:** The appointed member will be remunerated according to Framework for the appointment of Audit Committee in terms of Provincial Treasury Instruction No.6 of 2014/15 as amended. This is aligned with DPSA guidelines on remuneration of committee. This remuneration includes an all-inclusive rate per hour for all work actually done for the duration of an Audit Committee meeting and as well as for preparation of such meetings. The member will be required to sign a contract with the Department.

**Enquiries:** Ms KF Siqendu, (082 719 8899).



# PROVINCE OF THE EASTERN CAPE

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## **SENIOR LEGAL ADMINISTRATION OFFICER (MR 6)**

*Ref No: DPW 04/11/2018, Legal Services, Head Office (Bhisho)*

*An all-inclusive remuneration package of R 448 269 per annum (OSD)*

*Re-Advertisement those have applied before may still re-apply if they are interested*

**REQUIREMENTS:** An appropriate recognised Bachelor's Degree in Law. At least 8 years' appropriate post qualification legal experience. Litigation experience is essential as well as admission as an attorney or advocate.

**FUNCTIONAL:** Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result • Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. • Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client.

**GENERIC:** Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. • Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. • Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department. • Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, videoconferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Government department or online at [www.gov.za](http://www.gov.za) All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including three recent and contactable referees) and certified copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. If an applicant, wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s).

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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 Address:**

### **DEPARTMENT OF PUBLIC WORKS**

**Hand Delivery:** Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.

**Post to:** The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba 040 602 4270 or Ms S. Mdoda 040 602 4140.

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**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> Z83 which must be signed (an

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unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally 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. All SMS appointments are subject to a competency assessment. 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). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**

