

# Department of Cooperative Governance and Traditional Affairs

## Director Risk and Integrity Management HOD Support

Salary: R1 216 824.00 p.a. All-inclusive remuneration package (SL13)

• Ref No: COGTA 25/24-25 • Centre: Head Office (Mmabatho)

**Requirements:** • Matric/Grade 12 • Bachelor Degree (NQF Level 7) in Auditing/Internal Auditing/ Financial Management/Risk Management or any other relevant, equivalent qualification • Five (5) years' experience in Middle Management/Deputy Director level in Risk Management • A valid driver's license.

**Competencies/Knowledge/Skills:** • In-depth knowledge of Risk Management framework, Risk III Report on Corporate Governance 2009 • Risk Management Standards • Public Financial Management Act, treasury regulations • Public Service Regulatory framework • Public Services Management and Information framework, and Public Service Regulations • Risk management • Fraud Investigation • Ethics Management • Project management • Analytical and Research • Leadership • Communication and Report writing • Conflict management • Facilitation, Policy Interpretation and Development • Computer literacy and Financial Information Management.

**Duties:** • Co-ordinate the development of Departmental Risk Profile • Co-ordinate the implementation of Fraud and Anti-Corruption Strategy • Co-ordinate the implementation of Integrity Management Strategy • Co-ordinate implementation of Risk Response Strategies and Framework • Review Departmental Fraud and Corruption cases • Co-ordinate promotion of departmental Organisational Risk Management.

**Enquiries:** Ms M Lehoko, tel (018) 388 5483

**The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of this post. People with disability are encouraged to apply.**

### Directions to Applicants:

Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified.

Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).

Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful.

Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post.

Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries.

### **DIRECTIONS ON HOW TO FILL IN THE NEW Z83 FORM**

**NB:** Candidate should note the following information on the new Z83 application form:

**Part A:** All fields must be completed in full.

**Part B:** All fields must be completed in full except when:

- Passport number: South African applicants need not provide passport numbers
- An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "if you are employed in the Public Service, will you immediately relinquish such business interest?"
- "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not have such therefore it is acceptable if left blank or if not applicable is indicated.

**Part C:** All fields must be completed

**Part D:** All fields must be completed

**Part E, F, G:** Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered.

Declaration must be completed and signed.

**Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Manini Mashigo, tel. (018) 388 4785 or Ms Katlego Sebatse, tel. (018) 388 3935. Email address: [nwcogtarecruit@nwpg.gov.za](mailto:nwcogtarecruit@nwpg.gov.za)**

**NB: THE DEPARTMENT RESERVES THE RIGHT NOT TO MAKE APPOINTMENTS. CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES ONLY.**

**Closing date: 28 February 2025, Time (16H00)**



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Traditional Affairs

North West Provincial Government  
REPUBLIC OF SOUTH AFRICA