

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

- APPLICATIONS** : Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building or Candidates may apply via email: recruit@fshs.gov.za (on Subject of email kindly specify the rank and reference number of the position you are applying for).
- CLOSING DATE** : 08 November 2024, Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z 83 and a comprehensive/ detailed Curriculum Vitae (including a minimum of two recent and contactable referees). Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will not be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 38/26** : **AUDIT COMMITTEE MEMBER REF NO: HS 11/2024 (X5 POSTS)**
- SALARY** : The appointment will be supported by the terms of reference and contract. Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant post-graduate degree or equivalent qualification and be an active member of the relevant professional body, with experience of serving in an Audit or similar Committee/with a minimum of five (5) years' experience in any of the following fields: - Accounting, Auditing and Financial Management, Legal, Information Technology, Social Science, Engineering/ -General Management including experience in Public Sector Management. The candidate should be independent and knowledgeable of the status of their positions as member/ -Applicants should possess the skills required for the Audit Committee applied for/ - Members should have the necessary level of financial literacy. The following will be added advantages: Integrity, dedication, understanding of Public Sector business and controls, good communication skills, inquisitiveness and independent judgement. In terms of Treasury Regulation 27.1.4 - the majority of the members of an audit committee may not be employed by the public entity or be members of the controlling body". In other words, this would be interpreted to mean that the majority of audit committee members must be "non-executive".
- DUTIES** : The Audit Committee should act as an Advisory Committee to the Accounting Officer in terms of the requirements of Section 77 of the Public Finance Management Act (Act 1 of 1999 as amended by Act 29 of 1999) (PFMA) read with Treasury Regulations Treasury regulations TR3.1.10 as well as TR3.1.13. The Audit Committee must, amongst others: - Review the co-ordination of audit efforts to ensure completeness of coverage and promote the effective use of audit resources, - Review the strategic and operational plans, internal audit activities, staffing, and organizational structure of the Internal Audit Activity. Review the adequacy and effectiveness of the

Department's internal controls, including computerized information system controls and security, the quality of financial and other management information produced to ensure integrity and reliability , any related significant findings and recommendations of the internal and external auditors together with management 's responses thereto, Facilitates and monitors the coordination of all assurance activities implemented by the department; Reviews the process implemented by Management in respect of fraud prevention and ensured that all fraud related incidents have been followed up appropriately; Examine and review the Annual Financial Statements before final the approval thereof, Review compliance with all Regulatory and other related requirements, providing regular feedback to the Accounting Officer / Authority on the adequacy and effectiveness of risk management in the Institution, including recommendations for improvement; ensuring that the internal and external audit plans are aligned to the risk profile of the department and – Review any significant incidents of criminal or irregular nature as well as concur with the appointment/dismissal of the Chief Audit Executive.

ENQUIRIES

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Mr. Olebogeng Themba – Chief Audit Executive at 066 486 5374