

OFFICE OF THE CEO
HEAD: RISK MANAGEMENT AND INTERNAL AUDIT
SANDRINGHAM

Pay Grade: D5

Reference Number: CORCEO0918/01/001

We are looking for an experienced Head: Risk Management and Internal Audit to provide strategic direction, manage and execute the Internal Audit and Risk Management functions, support the implementation and execution of the Audit plan, monitoring compliance, preparing, presenting audit findings and recommendations. Providing assurance of compliance and internal control environment, policies and procedures.

KEY JOB RESPONSIBILITIES

RISK MANAGEMENT:

- Development of the overall audit and risk management vision, strategies and policies.
- Developing a common risk assessment methodology that is aligned with the NHLS's objectives at strategic, tactical and operational levels.
- Coordinating risk assessments within the divisions and departments of the NHLS.
- Sensitising management timeously of the need to perform risk assessments for all major changes i.e. capital expenditure, projects, institutional restructuring and or similar events.
- Assist management in developing and implementing risk responses for identified material risk.
- Development and management of the combined assurance plan.
- Continuously communicating and transferring risk management principles and practices, through training interventions, to all stakeholders.
- Performing an analysis to identify emerging risks facing the NHLS for action and intervention.
- Analysing the results of assessment process to identify trends and develop the necessary control interventions.
- Compiling reports to the Audit and Risk Management Committee.

INTERNAL AUDIT:

- Establish risk-based audit plans to set out the priorities of the internal audit function.
- Review and update as appropriate the Internal Audit and Audit and Risk Committee charters for submission to the Audit and Risk Committee.
- Ensure that a register of all audit findings/ audit undertakings is kept, monitored and reported.
- Ensure all audit queries are attended to timeously; and Procure and/or recommend the extension of the Internal Audit service provider as and when the needed.
- Evaluate internal control processes ensuring that the organisation is functioning according to strategic objectives and operational plans.
- Monitoring compliance to relevant legislation through audits.
- Analyzing the business plan to determine the applicable deliverables and targets.
- Development and maintaining the quality assurance and improvement program that covers all aspects of the internal audit function, and continuously monitor its effectiveness.
- In collaboration with the Audit and Risk Committee, ensure that an external quality assurance review of the internal audit function is conducted at least every 5 years and report the results accordingly.
- Report to the Audit and Risk Committee on the internal audit function's conformance with professional internal auditing standards and ensure that professional internal auditing standards are followed.

FORENSICS (TIP-OFFS HOTLINE):

- Development, review and manage the fraud prevention strategy, business continuity plans, practices and disaster management plans.
- Spearheading the effective and efficient execution of investigation, prevention as well as detection activities and improving ownership of the fraud prevention plan.
- Report on all the progress fraud prevention related initiatives
- Designing, implementing, maintaining policies and procedures to mitigate the incidence and occurrence of fraud as well as theft.
- Distributing and creating awareness of the code of ethics and fraud related policies, including whistle blowing policy as well as management of allegations received from through the Tip-Offs Anonymous mechanism.
- Conducting fraud risk assessments and reviews.

Group insurance:

- Managing all insurance matters for the group and serving as the contact person in the group with the insurers including facilitating all underwriting surveys, insurance cover renewal, claims handlings as well as special or ad-hoc covers.
- Reviewing and authorizing all insurance related payments.
- Advising the group on the suitable cover to take.

- Development and oversee the management of the operational and Capex expenditure and budgets within the department to ensure the most effective utilization of financial resources in accordance with the PFMA.
- Lead and Manage the IA team.
- Manage and ensure training of IA staff as appropriate, to ensure they have the skills required and are able to achieve their performance objectives.

MINIMUM REQUIREMENTS AND KEY COMPETENCY:

- Bachelor of Commerce (Hons) in Accounting/Risk or Audit (NQF level 8).
- CIA (Certified Internal Auditor) Certification.
- 10 years in Risk Management and Internal Audit.
- 5 years managerial experience.
- Evidence of experience in Internal Audit and Risk management procedures.
- Evidence of Accounting skills.

ATTRIBUTES:

- Inspire a sense of vision, purpose and direction.
- Build organizational capability to deliver greater results.
- Exemplifies personal drive and integrity by adhering and promoting NHLS values and aligning processing accordingly.
- Understand organisations direction and role within government.

CLOSING DATE: 03 OCTOBER 2018



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