



## MUNICIPAL NOTICE

### CHAIRPERSON OF RISK MANAGEMENT COMMITTEE

#### REQUEST FOR APPLICATIONS TO SERVE AS A CHAIRPERSON OF RISK MANAGEMENT COMMITTEE OF THE MAKANA LOCAL MUNICIPALITY

**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**  
**REFERENCE NUMBER: 4/1/2/1/R**

Makana Local Municipality calls on independent suitably qualified and interested individuals to submit applications to serve as the Chairperson of the Risk Management Committee for a one (1) year renewable contract.

#### **OBJECTIVES AND RESPONSIBILITIES**

In accordance with the provisions of Section 24(3) of the Public Sector Risk Management Framework, the Municipal Manager is required to appoint an independent external person to serve as a Chairperson of the Risk Management Committee. This will ensure that the Municipality has and maintains an effective, and transparent systems of financial and risk management and internal control, (Section 62(1)(c) of the Municipal Finance Management Act 56 of 2003).

#### **REQUIREMENTS**

##### **Minimum Educational Qualifications required:**

- A relevant Bachelor's degree in Risk Management, B Com, Accounting, or Auditing.

**Added Advantage:** CA(SA)/ MBA/ MBL/ CIA or other relevant qualification in Legal, Accounting, Auditing and Financial Management; Certified Risk Management Practitioner; Certified Internal Auditor;

#### **DESIRED EXPERIENCE**

- 5-10 years management experience in Accounting or Auditing field;
- Excellent knowledge of the Risk Management Frameworks and Corporate Governance, Local Government Municipal Finance Management Act and Treasury Regulations, Enterpriser Wide Risk Management (EWRM), COSO model, ISO 31000 and Public Sector Risk Management Framework;
- Excellent knowledge in Fraud Risk Management
- Experience in serving on oversight committees,
- Knowledge and understanding of internal controls, accounting and public sector report issues;

*Makana Municipality shall strive to ensure sustainable, affordable, equitable and quality services in a just, friend and healthy environment, which promotes social and economic growth for all.*

...a great place to be

- Knowledge and understanding of and exposure to legislation/ policies (MFMA/ GRAP/ GAAP/ National Treasury Regulation and practices relevant to the district municipality);
- Knowledge and understanding of the role of internal and external audit;
- Knowledge and experience of the ICT Governance will be an added advantage;
- Extensive knowledge of the Local Government Sector will be an added advantage.

## KEY PERFORMANCE AREAS

- Assist the Accounting Officer in discharging his responsibilities on Risk Management, Fraud and Corruption matters.
- Review the Risk Management Policy and Strategy, Risk Management Implementation Plan and Risk Management Charter and make recommendations;
- Review and assess the integrity of the risk control systems and ensure that the risk policies and strategies are effectively managed;
- Set out the nature, role, responsibility and authority of the risk management/ risk manager function within the municipality and outline the scope of risk management work;
- Monitor the management of significant risks to the municipality, including emerging and prospective impacts;
- Review any legal matters, together with the Legal Manager, that could have a significant impact on the municipality;
- Review management and internal audit reports detailing the adequacy and overall effectiveness of the institution's risk management function and its implementation by management, and reports on internal control and any recommendations, and confirm that appropriate action has been taken;
- Review the risk identification and assessment methodologies to obtain reasonable assurance of the completeness and accuracy of the risk register;
- Review and recommend for approval the risk appetite and tolerance levels of the municipality;
- Evaluate the effectiveness of mitigating strategies to address the material risks of the Institution;
- Report to the Accounting Officer any material changes to the risk profile of the Institution;
- Review and approve any risk disclosures in the Annual Financial Statements;
- Monitor the reporting of risk by management with particular emphasis on significant risks exposures and the appropriateness of the steps management has taken to reduce the risk to an acceptable level;
- Monitor progress on action plans developed as part of the risk management process;
- Review reports of significant incidents and major frauds (both potential and actual) including the evaluation of the effectiveness of the response in investigating any loss and preventing future occurrences;

- Prepare and present reports to the Audit Committee providing feedback on the effectiveness of risk management;
- Develop goals, objectives and key performance indicators for the Committee for approval by the Accounting Officer;
- Develop goals, objects and key performance indicators to measure the effectiveness of the risk management activity;
- Set out the nature, role, responsibility and authority of the risk management function within the Institution for approval by the Accounting Officer, and oversee the performance of the risk management function;
- Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues.

#### **SKILLS AND COMPETENCIES**

- Must possess strong and dynamic leadership skills,
- Analytical reasoning ability,
- Good interpersonal and communication skills

#### **TERMS OF OFFICE**

- The term of office for the appointed candidate will be a one year renewable contract.

#### **SEQUENCE OF MEETINGS**

- A minimum of four meetings will be held in a financial year.

#### **REMUNERATION**

- The Risk Management Chairperson will be remunerated in accordance with the prescripts and guidelines published by National Treasury

#### **APPLICATION SUBMISSIONS**

All applications must be submitted on an official Makana Local Municipality application form that is downloadable on our website: [www.makana.gov.za](http://www.makana.gov.za) and must be accompanied by the following:-

- A signed application letter.
- Comprehensive CV.
- Certified copies of qualifications.
- Certified copy of identity document.

**All applications without the relevant accompanying documents will not be considered. A candidate who canvasses any councilor or official for preference will be disqualified<sup>3</sup>**

immediately from selection process or from appointment. All candidates may be subjected to vetting before appointment. The municipality reserves the right to/not to appoint.

All applications must be sent by post to: The Municipal Manager, Makana Local Municipality, P. O. Box 176, GRAHAMSTOWN, 6140 or hand delivered to Makana Local Municipality, High Street, Grahamstown.

**FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED.**

Further enquiries may be directed to: Ms N. Kosi – [nkosi@makana.gov.za](mailto:nkosi@makana.gov.za)

**CLOSING DATE FOR SUBMISSIONS: 15 NOVEMBER 2019 @ 12H00**

**Applications who have not received any response within 30 days of the closing date should regard their application as unsuccessful**



MR. M. MENE  
MUNICIPAL MANAGER