



## External Vacancy

### BACKGROUND

Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998)

**POSITION:** Independent Chairperson of the Risk Management Committee

**REFERENCE NUMBER:** CATHS/RMC/08/2023

**DURATION:** Until 31 March 2025

**LOCATION:** Head Office in Midrand

**Remuneration:** Based on Category S of the National Treasury Remuneration Circular

### JOB SUMMARY

The Risk Chairperson will assist the Accounting Authority in discharging oversight responsibilities in ensuring effective risk management processes throughout CATHSSETA and in accordance with terms of reference developed and guidelines from the public sector risk management framework, PFMA, AND Treasury Regulation. Key Performance Areas and Responsibilities

- Convene and preside over meetings of the Risk Management Committee (RMC);
- Provide leadership to the RMC and ensure the smooth functioning of the Committee;
- Review the Risk Management Policies, Strategies and Plans and recommend for approval to the Board via the Audit and Risk Committee;
- Review the risk appetite and tolerance and recommend for approval to the Board via the Audit and Risk Committee;
- Review the fraud prevention and whistle-blowing policies as well as relevant strategies and recommend for approval to the Board via the Audit and Risk Committee;
- Review goals, objectives, outcomes, and key performance indicators to measure the effectiveness of the risk management activity within the organisation;
- Evaluate the extent and effectiveness of the integration of risk management within the organisation;
- Assess the implementation of the risk management policy and strategy including plans;
- Evaluate the effectiveness of the mitigating strategies implemented to address the material risk of the organisation;
- Review the material findings and recommendations by assurance providers on the system of risk management and monitoring the implementation of such recommendations and advise the Board via the ARC;
- Provide progress reports on the state of risk management together with accompanying recommendations to address any inefficiency identified by the RMC and recommend for approval to the Board via the ARC and;
- Submit progress Reports to the Audit and Risk Committee.

### Qualifications, Skills, Experience and Attributes

- Applicants must be in possession of a matric certificate plus a postgraduate qualification in commerce or accounting or auditing or risk management rated at NQF level 7 by SAQA. Designation as Certified Internal Audit or Certified Risk Management Practitioner or Certified Compliance Practitioner or any other related profession;
- A minimum of five (5) managerial experience in the field of risk management or fraud risks or compliance;
- Demonstrable understanding of public sector risk management framework, fraud prevention, business continuity management, PFMA and Treasury Regulation, hands on experience in Risk Management, knowledge of management principles and corporate governance principles.
- Attributes
- Good communication skills, independent judgement, independence, integrity, objectivity, reliability, sound knowledge of public sector environment, strong leadership skills.

### **Knowledge Required**

- Knowledge of relevant legislation such as HR policies, procedures and statutory requirements (EE, LRA, BCEA, COIDA, OHSA, SDA, SDLA, etc), business management and planning principles;
- Understand various prescripts governing the SETA environment and the public sector in general;
- Excellent knowledge and understanding of Corporate Governance;
- Computer literacy in MS Office packages;
- Understanding Strategic Planning, Risk Management and Performance Management processes in the Public Sector;
- Understanding Public Sector budgeting processes; and
- Excellent Communication, report writing, presentation, facilitation and analytical skills.

### **Skills Required**

- Computer literacy in MS Office packages;
- Project management
- Planning and organizing
- Impact Communication
- Report writing
- Conflict handling
- Interpersonal
- Mathematical
- Analytical
- Presentation
- Computer literacy

### **Core Competencies**

- Strategic thinking;
- Judgement and decision-making;
- Leadership capability;
- Building and maintaining relationships;
- Quality Assurance; and
- Coaching and Empowerment.

### **Generic Competencies**

- Emotional Intelligence;
- Change Management; and
- Risk Management.

### **Personal Attributes**

- Honesty
- Integrity
- Diligence
- Respect
- Trustworthy
- Ability to work in a team.
- Ability to work under pressure



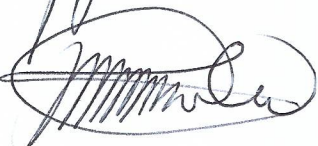
**Applications are to reach CATHSSETA by 16h00 on 16 August 2023. Applications received thereafter will be not considered.**

CATHSSETA is an equal-opportunity employer committed to the principles of Employment Equity. It is the responsibility of the applicants to familiarize themselves with the specific details of the position they are applying for. Individuals whose candidacy promotes representivity shall be given preference.

Applications must be accompanied by a signed application form indicating the position you are applying for, and a detailed CV. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to [risk@cathsseta.org.za](mailto:risk@cathsseta.org.za)

Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). CATHSSETA reserves the right to subject shortlisted applicants to a psychometric evaluation in accordance with its policies. All shortlisted candidates will be expected to avail themselves of an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment.

Any queries may be directed telephonically to Ms. N. Xhalabile at the HR department on 011 217 0600 prior to 16h00 on the closing date. Any queries received after the cut off will not be responded to. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved  
  
04/08/2023