

REQUEST FOR APPLICATIONS



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



NCR TVET COLLEGE

AUDIT AND RISK COMMITTEE MEMBERS

In terms of section 25(1) of the Act, the Council of a public College must, in the manner determined by the Minister, implement internal audit and risk management systems which are not inferior to the standards contained in the Public Finance Management Act, 1999 (Act No. 1 of 1999) .

The purpose of this body is to manage all governance related matters pertaining to audit/internal audit and risk management within the TVET College.

Remuneration package:

Members will be remunerated according to the tariffs approved by the Department of Higher Education and Training. The Term of Office of the Committee will be for a period of three (3) years.

Requirements:

- BCom Degree/Honours in Finance, Accounting or Auditing or Equivalent
- C.A. (SA), CIA, CISA and related professional qualifications will be of advantage
- Relevant experience in Corporate Governance and Financial Management
- At least five (5) years executive experience gained in the field of accounting, auditing, and/or risk management,
- An understanding of Risk Management practices and internal financial controls
- Knowledge and understanding of and exposure to legislation, policies and standards such as PFMA and its
- Regulations, GRAP and National Treasury Regulations and Guidelines and practice notes relevant to the Department of Higher Education and Training
- Knowledge and understanding of the internal and external auditing processes
- An understanding of Information Technology Governance
- An understanding of the Governance processes within the Public Sector
- Excellent Communication Skills (verbal and written) and Analytical Reasoning abilities
- Preference will be given to applicants with experience in serving on Audit Committees of Government Departments

Key Responsibilities: The Audit Committee will, inter alia:

- Oversee the integrity of integrated reporting
- Oversee the integrity of financial statements, accounting practices and the adequacy of internal controls
- Oversee the Internal Audit function
- Oversee the enterprise-wide risk management processes and Governance
- Assist the Principal, who is the Accounting Officer, in the effective execution of her responsibilities
- Assist the Council in the execution of its fiduciary duties
- Regulates and discharges all its responsibilities as contained in a charter, outlining the appropriate formal terms of reference
- The Audit and Risk Committee will meet at least four (4) times a year

Enquires: Mr. PJ Reyneke (054) 331 3836

To apply, please submit an application letter, Council Nominee Form and recent Curriculum Vitae as well as certified copies of qualification and Identity Document to the following email address:

peterr@ncrtvet.co.za

Closing Date: 27 November 2020

Please take note that your application via email will be acknowledge, however, correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within one (1) month after the closing date of the advertisement, please accept that your application is unsuccessful.



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NOMINEE TEMPLATE FOR APPLICATIONS FOR TVET COLLEGE COUNCIL MEMBERSHIP IN TERMS OF SECTION 10(4)(b) OF THE CONTINUING EDUCATION AND TRAINING ACT, No 16 OF 2006

PART A: PERSONAL AND PROFESSIONAL DETAILS AND MOTIVATION

PROVINCE:		
TVET COLLEGE/S:		
NAME OF PERSON		
ID NO:		
ADDRESS (PHYSICAL):		
TEL NO:		
CELL NO:		
EMAIL ADDRESS:		
GENDER:		
RACE:		
DISABILITY:	YES	NO

IF YES, please
indicate kind of
disability

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MOTIVATING FACTORS AND REASONS FOR APPLICATION

QUALIFICATIONS

(Please attach certified copies of your qualifications)

COMPETENCIES AND SKILLS SETS

E.g. Co-operation skills, ability to network; Ability to prioritise; Ability to think holistically; Ability to work in a team and mentor and guide others; Ability to support conflict resolution; Self-management; or Positive attitude to change.

MEMBERSHIP OF ORGANISATIONS AND PROFESSIONAL BODIES (e.g. SAICA, Organised Business, Organised Labour etc.)

FORMAL WORK EXPERIENCE

INFORMAL WORK EXPERIENCE

REASONS FOR APPLICATION

Details to be considered in motivating your application for a position on a TVET college council for a period of 5 years.

- *Knowledge of technical and vocational education and training and the role of TVET Colleges within the overall post school sector as envisaged by the Green Paper on Post School Education in South Africa.*
- *Experience in strategic planning and decision making.*
- *Understanding the linkages between the world of work and the post schooling sector in order to give relevant strategic advice and/or is able to synthesise relevant strategic issues.*
- *Understanding the importance of the Programme Qualification Mix (PQM) and how the right PQM can support employability.*
- *Experience in governance structures of public TVET Institutions and/or private enterprises.*
- *Analytical competencies (be able to analyse socio-economic developments and translate those into relevant information for strategic decision making).*

PREVIOUS APPOINTMENTS TO A TVET COLLEGE COUNCIL (add rows as required):

Name of College	Duration	
	From	To
1.		
2.		
3.		

REFERENCES

1.

2.

3.

4.

CRIMINAL RECORD

Please indicate if you have a credit and or criminal records which relate to any acts of dishonesty in financial or related dealings:

YES	NO
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If yes, state the nature of the record:

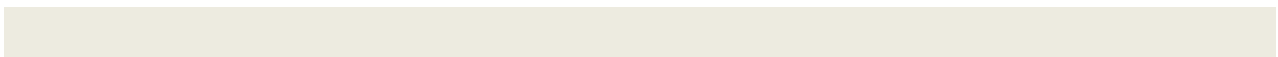
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DECLARATION BY NOMINEE

I,....., HEREBY DECLARE THAT ALL THE INFORMATION AS LISTED IN MY CV IS TRUE AND CORRECT AND THAT I AM WILLING TO SERVE FOR A PERIOD OF 5 YEARS IF I AM APPOINTED. FURTHERMORE, I ACCEPT THAT, SHOULD THIS APPLICATION PROVE TO CONTAIN FALSE INFORMATION, THE APPLICATION WILL BE REJECTED AND/OR ANY APPOINTMENT ARISING FROM IT WILL BE TERMINATED. I FURTHER CONSET TO THE VETTING PROCESSES WITH REGARDS TO CRIMINAL AND CREDIT/FINANCIAL CHECKS AS WELL AS VERIFICATION OF QUALIFICATIONS.

DECLARATION BY NOMINATOR

I,....., HEREBY DECLARE THAT, AS A WITNESS I AVE READ AND CHECKED ALL THE DOCUMENTS SUBMITTED BY THE NOMINEE COMPLIANT TO THE REQUIREMENTS AS SET OUT IN THE ADVERTISEMENT OR PUBLISHED GAZETTE.



PART B: DECLARATION OF INTEREST

In order to give effect to the application to serve as a council member for *[name of college]*, the following questionnaire must be completed and submitted with the application. This must be done for each college that you apply for.

1. Are you or any person connected to you, employed by DHET or College *[name of college]*? **YES / NO**
If so, state particulars

2. Do you have any relationship (family, friend, other) with a person employed by DHET or College *[name of college]* and who may be involved in any business activities with the above-mentioned entities? **YES / NO**
If so, state particulars

3. Are you aware of any relationship (family, friend, other) with a person employed by DHET or College *[name of college]* and who may be involved in any business activities with the above-mentioned entities? **YES / NO**
If so, state particulars

DECLARATION

I, THE UNDERSIGNED (NAME), CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1 TO 3 ABOVE IS CORRECT. I ACCEPT THAT, SHOULD THIS DECLARATION PROVE TO BE FALSE, THE APPLICATION WILL BE REJECTED AND/OR ANY APPOINTMENT ARISING FROM IT WILL BE TERMINATED.

.....

Signature

.....

Date