



Assistant Director: Risk Management and Business Continuity Management (ODG03/2025)

Salary: R444 036 per annum

Centre(s): Pretoria

Requirements:

Degree/National Diploma (NQF6) in Risk Management or relevant qualification within the related field plus a minimum of three (3) years' experience required in the relevant field. Knowledge of statutes, Government priorities and policies; Public Finance Management Act, Treasury regulations. Knowledge of Risk Related standards and Prescripts. Knowledge of risk management. Leadership and people skills. Project Management, financial management and procurement skills. Research and policy formulation skills. Analytical skills, communication skills, presentation skills Ability to interpret, advice and apply legislation. Ability to work with difficult personalities and to resolve conflict. Ability to work Independently. Initiative and creativity. Self-orientation, self-supervision and integrity. Membership with the Institute of Risk Management South Africa will be added advantage.

Duties:

Management of efficient and effective risk management processes; Develop the schedule for risk assessment with the branches, review previous years risk register, identify new/emerging risks from different sources, prepare presentations for the branches on risk management process and facilitate the process of risk identification. Facilitate the process of risk identification and assessment. Apply risk identification tools, methodologies and techniques to be used in the risk identification process. Provide support to risk identification, assessment and development of mitigation plans developed to manage risk exposure to acceptable level. Create and maintain the risks and mitigation plans on risk systems; Maintenance of risk systems, Support line function, create scorecards and capture strategic, operational and project risk mitigation plans. Maintenance of risk management evidence and documentation on EDMS. Perform the quarterly analysis of the progress on the implementation of risk mitigation plans; verify evidence for the risk mitigation plans, communicate risk analysis reports, prepare presentations of the analysis of the risk mitigation plans for all branches. Monitor and analyse the risk management action plans. Promote Awareness on Risk Management (RM) to ensure good corporate governance practices. Facilitate presentation at inductions, compile articles to be published in the Departmental Lekgotla, facilitate information sessions, Embed risk management

practices in the Department. Implement initiatives to improve risk Maturity within the organisation Assist with facilitation of Business Continuity Management processes within the organisation. Reviews of risk management and Business continuity management governance documents. Assists coordinate the departmental Risk Management & Ethics Committee.

Applications: ODG03-2025@dffe.gov.za

Enquiries: Ms T Ngcobo

Tel: 012 399 9992

Attention: Human Resource Management

Closing date: 24 February 2025

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- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, to be considered.
 - Shortlisted candidates will be required to submit certified copies of qualifications, senior certificate, identity document and driver's license on or before the day of the interview.
 - **APPLICATIONS MAY BE FORWARDED TO:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or
 - **Hand-delivered to:** Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
 - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - Correspondence will be limited to successful candidates only.
 - 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; credit worthiness; previous employment (reference checks); and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **ENTRY LEVEL REQUIREMENTS FOR SENIOR MANAGEMENT SERVICE (SMS) POSTS:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
 - All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.