



The Community Schemes Ombud Service Act (Act 9 of 2011) was promulgated on 11 June 2011 and provides for the establishment of the Community Schemes Ombud Service (“CSOS”) as a public entity. The CSOS has been classified as a Schedule 3A Public Entity in terms of the Public Finance Management Act (Act No.1 of 1999) (PFMA).

### **APPLICATIONS TO SERVE AS INDEPENDENT NON-EXECUTIVE MEMBERS OF THE AUDIT, RISK AND ETHICS COMMITTEE (X 2)**

The Board hereby invites applications from suitably qualified and interested professionals to serve as members of its Audit, Risk and Ethics Committee in line with the provisions of Section 51(1) and 77 of the Public Finance Management Act, 1 of 1999, read with and section 12(4) of the Community Schemes Ombud Service Act, 09 of 2011, and Regulation 27.1 of the Treasury Regulations.

#### **ESSENTIAL REQUIREMENTS:**

- A relevant degree or equivalent qualification in Accounting, Internal Audit, Risk Management, Information and Communication Technology Governance, Corporate Governance.
- Possession of a CA (SA) qualification will be added advantage.
- Possession of Certified Internal Audit (CIA) qualification will be an added advantage
- Previous experience in the service of Audit and Risk Committee (not less than 2 years).
- Proven expertise and experience in the fields of Financial Management; Enterprise Risk Management; Performance Management, Legal, internal control and internal auditing is a pre-requisite.
- Knowledge and understanding of the Public Finance Management Act and its Treasury Regulations, GRAP/GAAP standards and legislation governing CSOS will serve as an added advantage.
- Knowledge and understanding of the roles of internal and external audit.
- Knowledge and experience in IT Governance will be an added advantage.
- Excellent communication skills (verbal and written). Applicants must not be in the employment of any Government institution.

#### **DUTIES:**

- Ensure the Audit Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operate according to its approved charter.
- Ensure that the Audit Committee fulfils its oversight responsibilities to ensure that the Board maintains effective, efficient and transparent systems of financial and risk management and internal control.

- Review the adequacy and effectiveness of the organisation's internal controls, including computerised information systems control and security, the quality of financial and other management information produced to ensure integrity and reliability, as well as any related significant findings and recommendations of internal and external auditors, together with Management's response thereto.
- Review and recommend the approval of the Risk Management Framework and Policy.
- Review the effectiveness of the Internal Audit Activity and provide direction; the work of external auditors and the financial statements.
- Ensure compliance with legislation and assist the Accounting Authority in the effective execution of their responsibilities by reporting and making recommendations to the Accounting Authority on a regular basis.
- Oversee the IT Governance within the organisation Assist the Board in the establishment, embedding and oversight of CSOS values, the Ethics Policy Framework and monitoring the overall ethical health of the organisation, ensuring compliance with good governance and ethical leadership standards.
- Reviewing the adequacy of the Code of Conduct and annual ethics programmes.

**TERM OF OFFICE AND REMUNERATION:**

- The term of office of appointed candidates will be 3 years, after which it will be reviewed by the Accounting Authority. Persons appointed to the Audit Committee will be remunerated at rates determined by the National Treasury. Applications must be accompanied by an updated comprehensive curriculum vitae as well as certified copies of qualifications and identity documents.

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**APPLICATIONS TO SERVE AS INDEPENDENT NON-EXECUTIVE MEMBERS OF THE FINANCE COMMITTEE (X 2)**

The Board hereby invites applications from suitably qualified and interested professionals to serve as members of its Finance Committee in line with the provisions of section 12(4) of the Community Schemes Ombud Service Act, 09 of 2011.

**ESSENTIAL REQUIREMENTS:**

- A relevant degree or equivalent qualification in Financial Management or Accounting, Management and Auditing.
- Possession of either of the following CA, CFA, CIMA qualifications will be added advantage.
- Previous experience in the service of Finance and/or Investment Committee (not less than 2 years).
- Proven expertise and experience in the fields of Financial Management; Public Sector Supply Chain Management, Budgeting, Performance Management, Investment Management and Internal Control is a pre-requisite.
- Knowledge and understanding of the Public Finance Management Act and its Treasury Regulations, GRAP standards and legislation governing CSOS will serve as an added advantage.

- Knowledge and experience in IT will be an added advantage.
- Excellent communication skills (verbal and written).
- Applicants must not be in the employment of any Government institution.

**DUTIES:**

- Review and recommend financial, ICT and investment policies, strategies and practices for adoption.
- Liaise with government departments and agencies, as necessary, or refer matters to the Board as appropriate.
- Provide advice, as appropriate to the Committee and Board as per members' knowledge and expertise.
- Ensure systems, processes and procedures are in place to monitor adherence to CSOS financials, ICT and investment guidelines.
- Oversee CSOS' strategic asset allocation plan against medium-term expenditure framework.
- Review the adequacy of existing financing facilities and monitor the need for any additional financing.
- Monitor compliance with debt facility covenants.
- Ensure sufficient financial and human resources to manage the financial and IT risk profiles of CSOS.
- Review the proposed annual operating budget and make recommendations as deemed appropriate.
- Coordinate the budget review process with other committees to ensure that their concerns are addressed.
- Participate in the updating of the three-year medium-term expenditure framework to ensure that the CSOS is positioned to meet its operating requirements in the near future.
- Monitor and review the quarterly financial reports for adherence to the approved operating budget and variations therefrom and submitted recommendations to the Board relative to such variations.
- Periodically determine the adequacy of the reserve funds and submit results to the Board.
- Conduct periodic studies of checks and balances, internal controls and procedures for the handling of funds and submit recommendations to the Board.
- Issue periodic reports providing explanations and or concerns regarding variances to the approved budget.
- Oversee and obtain independent assurance on the ICT environment as it relates to financial reporting and going concern.
- Report to the Board of any significant findings related to finance, investments and ICT.

**TERM OF OFFICE AND REMUNERATION:**

The term of office of appointed candidates will be 3 years, after which it will be reviewed by the Accounting Authority. Persons appointed to the Finance Committee will be remunerated at rates determined by the National Treasury. Applications must be accompanied by an updated comprehensive curriculum vitae as well as copies of qualifications and identity documents.

The Board will conduct background checks on preferred candidates prior to appointment.

Applications, including a covering letter and accompanied by a CV and certified copies of qualifications, must be addressed to the Human Resources Manager, Ms. Lindi Sibiya and e-mailed to: [recruitment5@csos.org.za](mailto:recruitment5@csos.org.za).

**CLOSING DATE:** Friday, 24 May 2019.

No late applications will be accepted. Enquiries: during office hours.

**Enquiries:** Advocate Risenga Maruma, Company Secretary, tel. (010) 593-0533.

Applicants who do not receive any response within 4 weeks of the closing date must regard their applications as unsuccessful.

The CSOS reserves the right not to appoint.