

Manager: Enterprise Risk (Re-advertisement)

Component: Finance
Department: Western Cape Liquor Authority (Bellville)
Reference Number: WCLA 01/2025

Requirements:

- Relevant NQF 7 qualification – Commerce or Legal Degree
- Minimum 5 years' experience within internal control, enterprise risk or audit or related environment (2 year thereof must be in a supervisory capacity)
- Working knowledge and experience of risk management processes

Experience and competencies which will be advantageous:

- Degree in Finance with Accounting as a major
- Working knowledge and experience within financial management and SCM systems

Key performance areas:

1. Strategic Management:

- Participate in WCLA strategic planning activities to pursue objectives.
- Facilitate the development of a five-year strategy for the Compliance and Internal Control function.
- Facilitate alignment of the function to the strategic plan and implementation of the annual performance plan and operational plan of the WCLA.

2. Effective promotion and practice of good governance:

- Promote good governance within the Authority aligned to the corporate governance guidelines and related legislation.
- Facilitate compliance with regulations, policies and procedures applicable to the Authority.
- Facilitate the development of policies, procedures and processes pertaining to the internal control function.
- Co-ordinate and maintain an appropriate financial delegation and governance framework.
- Provide advice and guidance on policy development.
- Facilitate the annual financial declaration process for the Authority.

3. Render assurance services:

- Assess the effectiveness of financial prescripts (inspections)
- Facilitate internal audit function with internal audit service provider
- Ensure implementation of corrective measures and preventative controls with regard to Auditor General, Internal Audit and Standing Committee management action plans and responses.
- Evaluate the institutions Interim and Annual Financial Statements for compliance to the GRAP standards
- Maintain physical and electronic financial records (Voucher Control)
- Post audit on all transaction documentation
- Ensure submission information required for Interim Financial Statements on/before due date.

4. Risk Management

- Facilitate WCLA risk management processes
- Review and update the Risk Management Plan
- Report on the implementation of the plan
- Perform the Secretariat function for the Risk Management Committee and or agenda
- Facilitate Occupational Health and Safety process and compliance within the Authority.

5. Irregular and Fruitless/Wasteful expenditure, fraud and loss control

- Manage and report all irregular and Fruitless/wasteful expenditure
- Manage the fraud prevention process
- Manage the loss control process

6. Effective people management within the Unit

- Manage people development in line with organisation-wide skills development strategy within the unit.
- Manage talent within the unit and ensure talent management strategies (attraction, retention, development) are implemented.
- Implement performance management within the unit in line with Human Resources Policies and Guidelines.
- Manage grievances, discipline, and terminations within the division in line with Human Resources policies and guidelines.

Knowledge:

- Working knowledge of relevant Public Sector legislation, e.g. PFMA, National and Provincial Treasury Regulations, Administrative Law.
- Working knowledge of relevant industry legislation and regulations, e.g. Western Cape Liquor Act, POPI, PAJA, PAIA.
- Working knowledge of Supply Chain Management principles in the public sector.
- Working understanding of Generally Recognised Accounting Practice (GRAP) as a standard.
- Working knowledge of HRM, Risk management, Project management.
- Strong understanding of and a strong commitment to good corporate governance - King IV.

Skills:

- Advanced report writing skills
- Strong analytical and systematic problem-solving skills.
- Coping in a fast-paced environment, managing multiple projects and tight deadlines.
- Good interpersonal, communication, writing, and presentation skills.
- Ability to function independently and within a team.
- Computer literacy, advanced proficiency in MS Office

Please Note: Only shortlisted applicants will receive further correspondence. If you have not received a response from the entity within three months of the closing date, please regard your application as unsuccessful.

Applicants must submit a formal WCLA Application form duly completed, a comprehensive CV that adequately and appropriately responds to the advert, certified copies of qualifications, identity document and driver's license (where applicable). **Applications must be submitted electronically preferably as one PDF document to hr@wcla.gov.za.** WCLA Application forms can be obtained from the WCLA website: www.wcla.gov.za and must reach the Human Resources Section on or before the closing date indicated. Applicants must clearly state the reference number and position title in the subject line of the e-mail. Only Electronic applications will be accepted.

Please note that the following will lead to **disqualification** of applications:

1. Submission of fraudulent qualifications and / or documentation.
2. Non-submission of certified copies of academic qualifications / records.
3. Non-submission of WCLA Application form, Curriculum Vitae, Identity document and Driver's License (where applicable).

Shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to reference checks, criminal and qualification checks being performed. The WCLA reserves the right not to make an appointment.

The Western Cape Liquor Authority is guided by the principles of the Employment Equity Act. It is the WCLA's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling these posts gender equity and people living with disabilities will be highly considered to adhere to the EE target of the Authority. All candidates invited for interviews may be subjected to competency test/practical tests as part of the interview process. Kindly note that all personal information provided with your application will be dealt with for the intended purpose.

Only applications submitted via the above-mentioned e-mail address will be accepted.

SALARY: R641 789 – R755 998 Cost to Employer (CTE) per annum
SALARY LEVEL: 9
CLOSING DATE: 23 May 2025
ENQUIRIES: Mrs. S Langeveldt: (021) 204 9730 / 92 / 32