

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF THE TEMPORARY CLEANER AND THE SENIOR SPECIALIST POLICY, COMPLIANCE AND RISK MANAGEMENT FOR A PERIOD OF SIX (6) MONTH AT SALARY: R85 217,91 PER MONTH.

No late applications will be accepted

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1. Introduction

- 1.1. Public Service Sector Education and Training Authority (PSETA) is established in terms of section 9(1) and (2) of the Skills Development Act (Act No. 97 of 1998 as amended). The Skills Development Act is the enabling legislation and guides PSETA operations as a Sector Education and Training Authority (SETA), as set out in section 10 of the Act.
- 1.2. PSETA's overarching strategic imperative is building the skills required for a developmental, capable and ethical state. The scope of coverage includes National and Provincial Government departments, identified public entities, and National Parliament and Provincial Legislatures. The focus and emphasis of the PSETA is primarily on transversal skills, i.e., functions of administration, management, planning legislation, policy administration, monitoring and evaluation, etc.
- 1.3. PSETA shares responsibility for human resource development (HRD) in the Public Service with the DPSA, which regulates HRD across the Public Service, and with State and sector academies, including the National School of Government (NSG), that provide the sector-specific training.

Vision

To be the heart of developing a skilled, capable and innovative public sector workforce.

Mission

To facilitate the delivery of a capable, ethical and developmental public service sector workforce through:

- researching skills demand and supply in the sector;
- effective delivery of skills development interventions based on occupationally directed qualifications;
- monitoring, evaluation and reporting of the implementation of education, training and skills development in the sector; and
- a capable institution.

Values

- Honesty and Integrity;
- Accountability;
- Service Excellence; and
- Fairness and transparency.

2. PSETA Strategy

- 2.1. PSETA plays a critical role in the education and skills work stream, specifically in supporting access to TVET and CET colleges, and facilitating workplace opportunities for youth in the public service sector.
- 2.2. The primary policy mandate for PSETA is the National Skills Development Plan (NSDP) 2030).

- 2.3. The NSDP, which came into effect from 01 April 2020, follows from the previous National Strategy (NSDS III) to be achieved mainly by SETAs in collaboration with the DHET, TVET colleges, CETs, universities and the National Skills Fund (NSF). The NDSP is set within the broader policy framework of the NDP.
- 2.4. The PSETA SSP has identified the following four strategic focus priorities for the PSETA which will be delivered through relevant programmes:
- 2.4.1. Priority 1: Establish strategic partnerships with key stakeholders
 - 2.4.2. Priority 2: Increased research and impact assessment of programmes
 - 2.4.3. Priority 3: Strengthen capacity of public institutions and provision of occupational qualifications.
 - 2.4.4. Priority 4: Implement workplace-based learning programmes in building the workplace into a training space.

3. PSETA Strategic Objectives

- 3.1. The PSETA has established strategic relationships with identified stakeholders at national and provincial levels. These are key to championing and coordinating specific competencies within the public sector.
- 3.2. The relationships and partnerships also include the Department of Public Service and Administration (DPSA), the National School of Government (NSG), Public Entities, Higher Education Institutions, Technical Vocational Education and Training (TVET) Colleges, Community Education and Training (CET) Colleges, Quality Assurance Bodies, Bargaining Councils, Labour Federations and Skills Development Providers, who continue to play an important role in contributing towards the implementation of the priority skills development interventions contained in the Sector Skills Plan (SSP).

4. BACKGROUND & CONTEXT

- 4.1. The PSETA would like to ensure it achieves its mandate by effectively delivering the service according to the objectives. It is expected to fill the position of Temporary Senior Specialist Policy, Compliance And Risk Management to full fill the mandate of PSETA.
- 4.2. The recruitment agency is expected to source out the skilled candidates to carry out the mandate of PSETA for a period of **6 Months**.
- 4.3. The service provider will be required to advertise, sift, verify checks and send the possible CVs to the PSETA for consideration.

5. DUTIES OF:

6.1. SENIOR SPECIALIST POLICY, COMPLIANCE AND RISK MANAGEMENT

Policy, Compliance and Risk Management (40%)

- Develop and implement the risk management policy, strategy, and Business continuity management policy in line with the PSETA overall strategy and relevant legislation.
- Develop, manage and review risk registers on a quarterly basis to mitigate risk trends and emerging risks in an organisation.
- Review and update the risk profiles of the PSETA on a regular basis and report to the governance structures and relevant authorities;
- Develops and manage the risk management plans in consultation with Heads of Divisions and create dashboard to report progress on risk mitigation activities within the PSETA.
- Facilitate and coordinate risk assessment workshops for Executive Management team and AA to review and update the risk register in order to enrich risk intelligence of the team
- Provides quarterly audit and risk reports to Line Managers for EMT and AA meetings;
- Prepare and facilitate quarterly audit and risk reports to Managers, EMT and AA for sign off and compliance with the relevant guidelines

and legislation.

- Develop, manage and implement the PSETA Code of Conduct and Ethics policy and create awareness through workshops and communication on a quarterly basis.
- Develop, manage and implement the fraud and anti-corruption plan to ensure awareness within the organisation.
- Manage and facilitate that the ethics survey is conducted and prepare the recommendations from the outcome for presentation to the Management team and the Accounting Authority.
- Conduct quality assurance on documentation to the CEO's office to ensure compliance with the SETA policies and guidelines, accuracy and relevance.
- Facilitate and follow through communication from the CEO's office in terms of policy and strategic decision that it is filtered to correct intended audiences to ensure understanding and compliance thereof.
- Provide knowledgeable review and recommendations for intended policy shifts to the CEO ensuring that context, analysis and the views of the respective areas are collated and summarized
- Coordinate the Annual Policy reviews by Divisional Heads;
- Conduct annual fraud risk assessments to identify and understand risks to PSETA business and weaknesses in controls that present a fraud risk to the organization
- Prepare the key themes, presentations and reviews for the CEO with detailed content to ensure that presentations are packaged to reflect the PSETA brand and the CEO's preferred style.
- Manages, review and implements risks according to an enterprise risk management strategy
- Manages Insurance Risk Management and Business Continuity Planning activities for PSETA and provide monthly departmental reports specifically relating to the activities of the department.
- Develop and monitor compliance reports.

Governance (30%)

- Direct and maintain the highest ethical standard in finance department, including compliance with all legislative and statutory requirements to ensure integrity of the PSETA operations.
- Manage and monitor risks within the department through continuous internal and external monitoring tools and processes for the business impact, as well as changes in stakeholder needs.
- Develop, review and maintain the risk plan and report the discrepancies or areas of concern to management to mitigate on legitimate potential legal disputes.
- Minimise the exposure to legislative contravention by implementing policies and procedures in full support of legislative requirements.
- Develop and maintain a quality assurance and improvement program that covers all aspects of the policy & risk management activity to ensure compliance

Stakeholder Management (15%)

- Works collaboratively with stakeholders by establishing and maintaining effective working relationships.
- Manage the external stakeholder relationship with the organisation to ensure a healthy working environment and the integrity of the organisation.
- Develops, implements and monitors an internal and external stakeholder management system.
- Facilitate and maintain the internal stakeholder relationship as a key advisory on policy and risk management and legislation to foster collaborative relationship.
- Represents PSETA in meetings with stakeholders in a professional manner and mitigate problems whilst demonstrating a high level of integrity in line with PSETA core values.
- Provides advice and guidance to Management on internal and external stakeholder related matters.

Finance (10%)

- Collaborate and contribute to the budget preparation process and ensure divisional and departmental budget monitoring in line with PSETA financial guidelines.
- Ensure the effective, efficient, economical, and transparent use of financial and other resources.
- Manage financial and other resources relating to the core business of the PSETA.
- Manage the budget against the fruitless and wasteful expenditures and mitigate such deviations by implementing action plans.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits and explores opportunities to reduce costs.

Requirements:

Bachelor's Degree in Law / Commerce/ Risk Management (NQF 7) or equivalent

Bachelor's Hons degree Law/Commerce/Risk Management or related field (NQF 8) advantageous.

A minimum 4 - 5 years' work experience in public sector accounting risk and policy management

Knowledge and application of PFMA, IFRS, KING IV,

Knowledge of Corporate Governance;

Compliance and Risk Management experience

Knowledge of skills development legislation

Knowledge in Strategy and policy formulation

Stakeholder Management

Ability to communicate and explain information, processes, timeframes and deadlines

Intermediary Computer Literacy (Ms Office)

People management

Planning and organising

Analytical and quantitative Skills

Decision making

Influence

Negotiation

Relationship management

Interpersonal Skills

Results oriented



Carleb Nxumalo

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