

RE-ADVERTISEMENT

Note: Applicants that previously applied need not to apply again as their applications will be considered.

POSITION : Manager: Strategy and Risk Management

CENTRE : Head Office (East London)

LEVEL : D-Upper; Reporting directly to the CEO and the Audit and Risk Committee of the Board

Primary Purpose

To make sure ECPTA accounts for its performance and the state's investment in the ECPTA.

Requirements

- Degree in Business Management or related qualification is essential.
- A relevant post graduate qualification will be an added advantage.
- This must be coupled with strategic business management and planning experience, including planning and reporting per provincial government frameworks, of which a minimum experience of five (5) years in a senior management position is a pre-requisite.

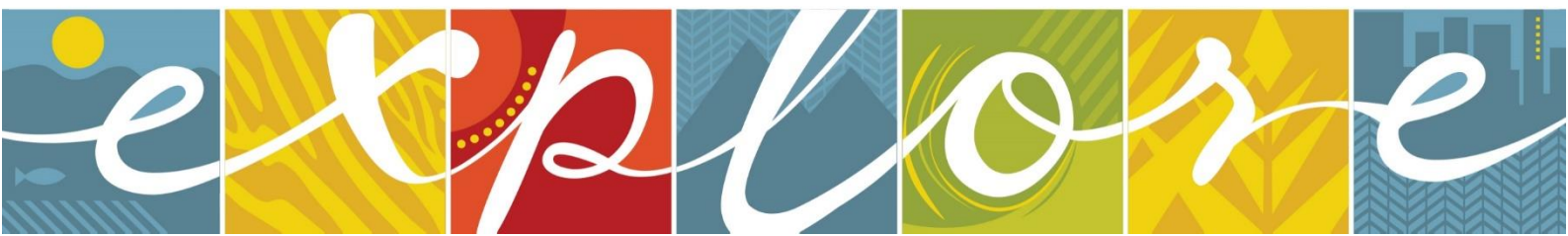
Key Performance Areas

1. Statutory planning

- Access information on external trends and development on a constant basis by attending meetings, forums, etc.
- Research and analyse trends in tourism, conservation, and government.
- Keep up to date on the formats, requirements, and timeframes for the statutory plans.
- Keep constantly in touch with the statutory bodies to ensure compliance.
- Facilitate strategic and operational planning throughout the organisation.
- Keep strategic planning aligned to the different planning horizons of the different processes.
- Report to the Audit and Risk Committee of the Board.

2. Organisation Risk Management

- Maintain the enterprise risk management system.
- Monitor and manage strategic risk.



- Consolidate reports from operational units on operational risks specific to the units.
- Review the organisation's risk profile annually.
- Report to the risk management committee on the risk status of the organisation.
- Report to the Audit and Risk committee of the Board.

3. Statutory reporting

- Manage the organisation's reporting calendar to ensure compliance to PFMA prescripts and to the terms of the Service Level Agreement with the Shareholder Department (DEDEAT).
- Generate statutory reports for Provincial Treasury and DEDEAT.
- Prepare portfolios of evidence for the internal audit unit and DEDEAT and respond to any queries.
- Coordinate the organisation's quarterly, half-year and annual reports.

4. Organisation Performance Management

- Coordinate performance reporting across every unit in the organisation.
- Establish a portfolio of evidence for every performance measure.
- Coordinate an evidence validation committee to validate evidence.
- Facilitate compliance to evidence requirements.
- Communicate gaps in performance and evidence to the relevant executive / manager with a view to closing such gaps.
- Analyse the organisation performance including expenditure against objectives.
- Prepare for the annual audit of predetermined objectives by the Auditor-General and respond to any queries and qualifications.
- Establish and maintain an automated organisation performance management system.

5. MANCO/CEO support

- Summarise statutory reports into a digestible format.
- Support MANCO/CEO to prepare response plans where necessary.

In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable).

Closing Date: 31 October 2022

Please forward your application to:

- 1) recruitment@ecpta.co.za, please specify the position you are applying for.
- 2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered.



- 3) If you do not receive a response within 30 days, please consider your application as unsuccessful.

The ECPTA reserves the right not to fill any advertised position.

