



Safety and Security Sector Education and Training Authority (SASSETA) is a public entity, established in terms of Section 9(1) of the Skills Development Act of 1998, as amended

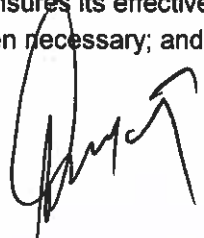

RISK, STATUTORY REPORTING AND GOVERNANCE MANAGER

This is a contract position expiring on 31st March 2020

ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC): R1 071 841 – R1 387 511

Reporting directly to the Chief Executive Officer, the incumbent shall be responsible for:

- Contributing to the development and achievement of the organisational Strategic Plan, Annual Performance Plan and related Operational Plans;
- Assisting the Accounting Authority in designing and implementing a Communication Strategy outlining Enterprise Risk Management, its policies, framework and methodology of SASSETA;
- Setting the standard operational procedures (SOP) in terms of leading/best practices with regard to Enterprise Risk Management and its' functions according to policy;
- Tracking, influencing, monitoring and reporting on all policies and procedures that are approved by the Accounting Authority and implemented for all functions within the SETA;
- Facilitating and coordinating Risk Assessments in SASSETA on an ongoing basis, including engagements with Internal audit and Accounting Authority, as a member of Combined Assurance;
- Overseeing and ensuring the implementation and monitoring of action plans to implement risk management and resolve incidents of non-compliance as necessary, in conjunction with management, legal services and provides same to internal and external audit for review on an ongoing basis;
- Participating in Committees that serve as advisory and/or oversight bodies for risk and compliance management as required;
- Reporting functionally to the Audit and Risk Committee regarding the status of Enterprise Risk Management, its behaviour and compliance posture on a quarterly basis;
- Reviewing and recommending Governance, Risk and Compliance documents to ARC for approval/recommendation;
- Governance, Compliance and Risk reporting to oversight bodies, such as Department of Higher Education and Training and National Treasury;
- Ensuring consistency of risk management practices and reporting throughout the organisation to enable and maintain a consolidated company's risk profile;
- Providing the Audit and Risk Committee (ARC) with assurance that units throughout the organisation has appropriate risk management processes in place;
- Assisting management to discharge its responsibilities, any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective risk management process;
- Coordinating the development and implementation of the Business Continuity Plan including related Disaster Recovery Plans with ICT and relevant units and ensures its effectiveness and efficiency;
- Liaising with the internal audit function as and when necessary; and

 
19/7/2019

- Performs any other duty(ies) falling within the scope of work that may be assigned by the CEO or Chairperson of ARC from time to time.

JOB REQUIREMENTS

- BCom degree or equivalent and completed audit articles with emphasis on Risk, Governances and Compliance, Auditing, and/or Financial Accounting;
- Professional registration with an appropriate professional body such as IRMSA, SAICA, IRBA, SAIGA, IIA, ISACA is an added advantage;
- Valid certification on Risk Management from an accredited risk/governance or assurance institute
- Understanding of the SETAs' environment;
- A minimum of 5 years' experience in the internal / external audit and/or risk management environment, interacting at strategic and operational level is required;
- A minimum of 3 years' experience at middle management level;
- A minimum of 3 years' experience in the public sector environment is preferred;
- Must have in-depth and demonstrable knowledge of at least 1 Risk Management software package; and
- Must be computer literate at an intermediate level.

COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED

- Knowledge of the public sector legislative environment including the PFMA, Treasury Regulations, etc;
- Strong leadership, management and analytical skills;
- Effective leadership and management of multi-disciplinary teams;
- Excellent communication skills, both written and verbal, at an executive level;
- Strong interpersonal skills and ability to work as part of management team;
- Knowledge of legislation governing SA's transformation in education and training;
- Ability to develop, implement and monitor policies, procedures and guidelines;
- Leadership and people management skills;
- Project management skills;
- Planning and organising skills;
- Problem solving and decision-making skills;
- Good presentation and facilitation skills;
- Calm, tenacious, respectful and persuasive; and
- Excellent facilitation and co-ordination skills.

PLACE OF WORK

SASSETA Office, Riverview Office Park, Janadel Avenue (off Bekker Road), Halfway Gardens, MIDRAND.

Submit your application, together with **certified copies of all your qualifications including ID Copy**, using one of the following options:

- **Email:** cmaphapho@sasseta.org.za
- **Hand Delivery to:** Ms Chobedi Maphapho – HR Department

Closing Date for Applications: 26 July 2019

Successful candidate will be required to sign employment contract and performance contract.

Only short listed candidates will be contacted. Should you not hear from us after three weeks from the closing date, assume that your application was unsuccessful.

PLEASE NOTE: Applications from unsuccessful candidates will not be retained.

NB: SASSETA reserves the right not to make an appointment.

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