



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: OFFICE OF THE CEO		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
OCEO: 01/2021	RISK AND COMPLIANCE OFFICER ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R394 676 – R592 013	1

MICT SETA seeks to employ a suitably qualified and competent **Risk and Compliance Officer** to safeguard the organisation and the interests of stakeholders by identifying and managing all risks to the achievement of its objectives and mandate. The successful incumbent will be based at our Head Office, in Midrand and will report to the **Manager: Legal and Compliance**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Risk Management, Financial Management, Law, Auditing or related field
- A minimum of 3 years' experience in risk and compliance or enterprise risk management
- Knowledge of legislations governing SETAs is advantageous;
- Registration with the institute of risk management South Africa as a risk practitioner or studying towards this qualification

REQUIRED OUTPUTS

- Develop, implement and maintain risk strategies and risk policies For MICT SETA;
- Provide Management with a framework for enterprise risk management;
- Co-ordinate and manage the policy attestation requirements for all risk policies and report the results to management;
- Establish, monitor and improve the risk governance structure and reporting requirements MICT SETA wide and at various levels within the organisation;
- Develop, implement and maintain standardised templates for all risk activities;
- Develop, implement and maintain risk toolkits and process flows for all risk activities across MICT SETA which include inter alia strategic risk process, emerging risks, incident management, escalation and reporting, monitoring, mitigation development and monitoring etc;
- Ensure that the risk processes are applied uniformly across the MICT SETA and correct deviations;

- Recommend a protocol of risk management oversight in the MICT SETA
- Recommend the risk culture positioning and drive initiatives towards an ideal risk culture;
- Maintain a “Compliance Calendar” indicating the expected timelines of compliance related processes and the anticipated submission date of evidence output;
- Be aware of governance control processes and role segregation requirements in area of accountability;
- Analyse and report on adherence to Policy, Standards and Governance Framework across the organisation;
- Ensure that appropriate control measures are introduced to address matters raised in audit findings;
- Ensure that completed work adheres to relevant policies, procedures, governance and legislative requirements and report on deviations & discrepancies;
- Ensure correct application of policies, practices, standards, procedures and legislation in the delivery of work outputs;
- Provide reports with recommendations on compliance activities;
- Drive the risk and compliance processes and solutions with external and internal customers and stakeholders;
- Work closely with key stakeholders to provide risk and compliance insights to drive performance;
- Manage stakeholder expectations and objections and maintain ongoing relationships;
- Manage short term and long term stakeholder objectives and be able to respond to short term needs without damaging the long term delivery requirements;
- Take ownership and accountability for tasks and activities and demonstrate effective self-management in terms of planning and prioritising, and self-development;
- Follow through to ensure that quality and productivity standards of work are consistently and accurately maintained;
- Inform relevant parties in the event of tasks or deadlines not met, the potential risks thereof and provide appropriate resolution;
- Manage colleagues’ expectations and communicate appropriately.

REQUIRED SKILLS

- Excellent business and report writing skills
- Time management
- Planning and organising

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Good analytical skills
- Good people management skills
- Interpersonal, listening and communication skills
- High attention to detail
- Stress tolerance and works well under pressure

APPLICATION:

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Capital Division for the attention of: Mr Bassanio Gilbert (Recruitment@mict.org.za) no later than **27 January 2021**. Enquires may be directed to 011-207-2600.

Applicants will be subjected to personal vetting.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.