

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: RISK AND COMPLIANCE 02 June 2023		
REFERENCE NUMBER	POSITION: 6 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
RC: 13/2023	ADMINISTRATOR: RISK AND COMPLIANCE ALL INCLUSIVE REMUNERATION: R20 000.00 PM	1

MICT SETA seeks to employ a suitably qualified and competent Risk and Compliance Administrator to assist in safeguarding 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 Midrand Head office and will report to the **Officer: Risk and Compliance**.

#### MINIMUM REQUIREMENTS:

- Diploma in Risk Management, Financial Management, Law, Auditing or related field.
- A minimum of 2 years' experience in risk and compliance management or enterprise risk management, preferably in the public sector.
- Knowledge of legislations governing SETAs is advantageous.

#### TECHNICAL COMPETENCIES

- Auditing and Accounting
- Computer literacy at an intermediate level
- Project management
- Time management
- Detail-orientated
- Communication skills (verbal and written)
- Risk management
- People management
- Reporting

#### ROLES AND RESPONSIBILITIES

##### Risk Management

- Actively participate in the implementation and maintenance of risk strategies and risk policies for MICT SETA
- Assist with the development of framework for enterprise risk management
- Co-ordinate and manage the policy attestation requirements for all risk policies and report the results to management
- Develop, implement and maintain standardised templates for all risk activities

- Assist with the development, implementation and maintenance of 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 report deviations to the Officer: Risk and Compliance
- Provide administrative support for compilation of risk and compliance documents to be reported to governance structures
- Arrange risk assessment meetings and facilitate the quarterly review of MICT SETA risk registers

### **Compliance**

- Maintain a "Compliance Calendar" indicating the expected timelines of compliance related processes and the anticipated submission date of evidence output
- Be aware of the governance control processes and role segregation requirements in area of accountability
- Assist with the analysis and reporting on adherence to Policy, Standards and Governance Framework across the organisation
- Assist in ensuring that completed work adheres to relevant policies, procedures, governance and legislative requirements and report on deviations & discrepancies
- Assist with the preparation of reports with recommendations on compliance activities
- Assist with conducting compliance reviews to legislative requirements
- Assist in ensuring implementation of internal controls for compliance purposes
- Assist with the implementation of new legislative procedures within the organisation

### **Stakeholder engagement**

- Coordinate meetings scheduled by the Risk and Compliance Unit, maintaining accurate minutes, agendas, attendance registers and record keeping of documentation related
- Work closely with key stakeholders to assist with the provision of 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

### **Effective teamwork and self-management**

- 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

## PROFESSIONAL ATTRIBUTES:

- Good analytical skills
- Good people management skills
- Interpersonal, listening and communication skills
- High attention to detail
- Stress tolerance and works well under pressure
- Excellent business and report writing skills
- Time management
- Planning and organising

### **Application:**

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **06 June 2023**. Queries may be directed to 011-207-2600.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



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

**POPIA DISCLAIMER-** By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)