



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: RISK & COMPLIANCE		
15 October 2024		
REFERENCE NUMBER	POSITION:  PERMANENT	NUMBER OF VACANCIES AVAILABLE
RC: 30/2024	OFFICER: RISK & ETHICS  ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM)  R575 918.00 – R803 551.00	1

MICT SETA seeks to employ a suitably qualified and competent **Officer: Risk & Ethics**, responsible for overseeing the development, implementation, and management of ethical practices, risk management strategies, and business continuity plans within the organisation. This role ensures statutory compliance and fosters positive stakeholder engagement to uphold the company's reputation and operational integrity.

The role will be based at our Midrand Head office and will report to the **Specialist: Risk & Compliance**.

#### MINIMUM REQUIREMENTS:

- Matric/Grade 12 plus Bachelor's degree in Business Administration, Risk Management, Ethics, Law, Internal Audit or a related field.
- Certification as an Ethics Officer.
- At least 2-3 years of experience in risk management, ethics, business continuity planning, compliance, or a related field.
- Experience in implementing ethical guidelines and compliance programs within an organisation.
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- May be required to travel when required.
- Valid driver's license.

## ROLES AND RESPONSIBILITIES

### Ethic Management

- Develop, revise as necessary and monitor the implementation of the Ethics Program.
- Shaping an ethical culture approaches and practices with the MICT SETA by developing and supporting consistent ethical approaches and practices.
- Working with and advising business units to ensure that MICT SETA is conducted in alignment with the Code of Ethics.
- Contribute to the review of the MICT SETA governance documents for incorporation of ethical standards.
- Facilitate the addressing of queries and complaints relating to unethical conduct in the workplace and make recommendations to the HR Department / Management.
- In collaboration with the Legal and Compliance Office, advise Management on ethics-related legal matters.
- Administer, through the relevant SCM processes, the appointment of a service provider to host and manage the ethics hotline.
- Provide advice to MICT SETA employees on probable conflicts of interest and other ethical dilemmas.
- Review employment contracts to confirm that they are aligned with ethical standards.
- Facilitate ethical measures during recruitment processes to ensure the appointment of ethical employees.
- Take part in the relevant human resources processes as and when required to provide ethics expertise, e.g., performance reviews, grievances, disciplinary actions, etc.
- Facilitate the ethics risk assessments at least annually and ensure the review of such risks at least quarterly.
- Develop and maintain confidential procedures for handling and processing complaints and allegations.
- Educate the Divisions / Business Units in corporate governance and ethics-related issues and raise awareness levels across the business.
- Analyse new developments, develop implementation plans & systems, monitor organisational ethics and prepare reports.
- Assess the levels of awareness and perceived effectiveness of ethics management interventions within MICT SETA and make recommendations.

### Risk Management

- Identify ethical risks and opportunities to establish and maintain the MICT SETA ethical culture.
- Support the review of appropriate risk management policies and ensure that they are updated, maintained and implemented.
- Provide support towards the audits conducted on the risk management process.
- Facilitate the quarterly review of risk registers.

- Capture risk information during risk assessment and reprofiling sessions.
- Collate the POEs for the evaluation of control effectiveness for MICT SETA risks.
- Facilitate Management's update of Key Risk Indicators on a quarterly basis.
- Support the annual review of the Risk Management and Fraud Prevention Plans.
- Monitor the implementation of the Risk Management and Fraud Prevention Plans.
- Assist with the facilitation of the incident management process and make recommendations for improvement.
- Support the review and monitoring of the MICT SETA library of risks at least bi-annually.
- Assist with the review of risk management templates as and when required.
- Assist with the review of the MICT SETA Key Risk Management Success Factors (KRMSF).
- Assist with facilitating the review of the Terms of Reference for the Risk Management Committee.
- Provide support on risk management reporting to governance structures.

### **Business Continuity Management**

- Assist with the update of progress reports on the implementation of the Business Continuity Plan.
- Document action plans to address the gaps/findings raised by Internal Audit and / or BCP testing processes.
- Assist with implementing the activities of the BCP.
- Assist with facilitating the testing of the Business Continuity Plan, where required.
- Provide support on the reporting of business continuity planning processes.
- Actively participate in the BCP training interventions as and when the need arises.

### **Statutory Compliance Report**

- Confirm the accuracy of the dates captured on the compliance calendar.
- Verify the POEs submitted by Management to confirm adherence to submission requirements.
- Review the quarterly statutory compliance reports.
- Contribute towards the review and update of the MICT SETA Regulatory Universe.

### **Stakeholder Management and Relations**

- Assist with the facilitation or procurement of ethics and risk training interventions.
- Promote an ethics culture within the organisation through workshops and awareness sessions.
- Promptly and attentively respond to customer requests and queries within established parameters and timeframes.
- Providing guidance on conflicts of interest and other ethical dilemmas to individuals and teams within an organisation.
- Conduct induction and training workshops as and when needed.
- Liaise with internal and external stakeholders.

- Integrate the MICT SETA's ethics message throughout the organisation.
- Provide oversight of ethics programme and communication.
- Contribute and participate in the procurement processes initiated by the RCU.

## **PROFESSIONAL REGISTRATION OR LICENCE REQUIREMENTS**

- Registration as a Certified Ethics Officer with The Ethics Institute

## **KNOWLEDGE**

- Familiarity with relevant laws and regulations affecting the industry.
- Understanding of risk management frameworks and methodologies.
- Knowledge of risk identification, assessment, and mitigation techniques.
- In-depth understanding of ethical theories, principles, and their application in a business context.
- Awareness of compliance frameworks and standards relevant to the organisation and industry.
- Knowledge of best practices for developing and maintaining an ethical culture within an organisation.

## **VALUES**

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

## **BEHAVIOURAL COMPETENCIES**

- Organisational and planning
- Decision Making and Problem Solving
- Analytical
- Resilience
- Emotional Intelligence
- Interpersonal relations
- Team Leadership
- Confidentiality
- Attention to detail and accuracy
- Persuasive, dynamic and Influential Integrity
- Decision making and problem solving
- Networking

## FUNCTIONAL COMPETENCIES

- Strategic Capability and leadership skills
- Internal Auditing
- Risk Management
- Corporate Governance Strategic Management
- People Management
- Change Management
- Financial Management
- Project Management
- Communication
- Presentation
- Report Writing
- Stakeholder Relationship & Engagement
- Risk Management
- Monitoring and Evaluation
- Conflict Management

### **Application:**

Please click the link to apply <https://forms.office.com/r/3pbGds4Bt3> by no later than **24 October 2024**.

Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that 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/>)