

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: RISK AND COMPLIANCE		
15 October 2024		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
RC:29/2024	ADMINISTRATOR : RISK AND COMPLIANCE ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R331 034.00 – R447 780.00	1

MICT SETA seeks to employ a suitably qualified and competent **Administrator: Risk and Compliance**, responsible for supporting the development and implementation of risk management and compliance strategies that align with organisational goals and ensure a customer-centric approach. This role involves maintaining ethical standards, promoting business continuity, and engaging with stakeholders effectively while fostering teamwork and self-management.

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

MINIMUM REQUIREMENTS:

- Matric/Grade 12 plus NQF 6 in Business Administration, Risk Management, Internal Audit, Law or a related field.
- 1-2 years of experience in risk management, ethics management, business continuity planning, compliance, or a related administrative role.
- Experience supporting compliance audits and implementing compliance policies.
- Basic understanding of risk management principles and compliance frameworks.
- Familiarity with relevant industry regulations and standards.
- Registration with the Institute of Risk Management South Africa (IRMSA) will be an added advantage.

ROLES AND RESPONSIBILITIES

Customer centricity

- Ensure Service Delivery in line with Batho-Pele principles
- Resolution of stakeholder complaints within agreed turnaround times as per relevant MICT SETA policies and procedures.

- Performed all the MICT SETA duties in line with the Batho-Pele principles as adopted in the MICT SETA Code of Conduct at all times.
- To ensure that MICT SETA stakeholders receive quality service at all times

Risk Management

- Administrative support on the consolidation of Management inputs on the risk registers, including the administrative projects risk register.
- Provide administrative support for the evaluation of the risk-controls' effectiveness.
- Provide administrative support for compilation and / or review of risk management documents.
- Provide administrative support for meetings arranged by the Risk and Compliance Unit.
- Implement and maintain the standardised templates for all risk activities.
- Contribute to a risk culture positioning by supporting initiatives towards an ideal risk culture.
- Arrange and administer risk re-profiling sessions with management.
- Capture meeting notes and resolutions from the Risk and Compliance Unit meetings.
- Update the MICT SETA Library of Risks.
- Assist with the review of the MICT SETA Fraud Prevention Plan.
- Assist with updating progress reports on the implementation of the Risk Appetite and Tolerance (RAT) Framework.
- Provide support on risk management reporting to governance structures.
- Contribute towards the improvement of the risk management maturity level of the MICT SETA as per the National Treasury's Risk Maturity Assessment Model
- To promote a "risk aware" culture throughout the MICT SETA.
- To improve the MICT SETA risk management process.
- Assist with the processing of incident reports received by the Risk and Compliance Unit.

Compliance Management

- Assist with the consolidation of compliance dates for the development of the compliance calendar.
- Prepare quarterly statutory compliance reports based on the MICT SETA's adherence to the compliance calendar.
- Assist in ensuring that the completed work within the Risk and Compliance Unit adheres to relevant policies, procedures, governance, and legislative requirements.
- Assist with the compilation of the MICT SETA regulatory universe.
- Facilitate the update of the compliance risk register as part of the operational risk register in collaboration with Management.
- Provide administrative support to the POPIA Committee.
- Assist in positioning the ideal risk culture that encourages compliance.
- Contribute to the MICT SETA's compliance to the statutory compliance requirements.
- Provide secretarial support to the OHS Committee, when required.

Ethics Management

- Provide support in the review of the Code of Ethics.
- Provide support for ethics awareness programs and interventions.
- Arrange meetings for conducting an ethics risk assessment, document, and monitor the implementation of the mitigation strategies.
- Provide support on ethics reporting to governance structures.
- Promote ethical conduct across the MICT

Business Continuity Management

- Provide administrative support on the implementation of the Business Continuity Plan.
- Assist in the implementation of action plans to address the gaps / findings raised by Internal Audit.
- Assist with implementing the activities of the BCP.

Stakeholder Engagement

- Support risk and compliance processes and solutions with internal and external stakeholders.
- Work closely with key stakeholders to provide an understanding of the risk and compliance processes to assist in improving organisational performance.
- Deliver on internal stakeholder expectations and objections while maintaining ongoing relationships.
- Provide administrative support to the Chairperson of the Risk Management Committee when required.
- Provide support on procurement requests initiated by the Risk and Compliance Unit.
- Maintain ongoing stakeholder relations by attending to short-term needs without compromising the long-term delivery requirements of the Unit.
- Administer ongoing training for staff on risk and compliance.

Effective teamwork and self management

- Demonstrate effective self-management by taking accountability for, planning and prioritising tasks and activities, including self-development.
- Ensure that quality and productivity standards of work are consistently applied and maintained.
- Perform additional tasks as assigned by the Specialist: Risk & Compliance / Management / Risk Management Committee and report as per the given time frames.
- Ensure delivery on expected outputs through self and continuous development.
- Ensure development and personal growth.
- Ensure the smooth running of the operations of the RCU.

VALUES

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

BEHAVIOURAL COMPETENCIES

- 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

- Internal Auditing
- Risk 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/isY2ZGKr2b> by no later than **19 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/>)