



<b>INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: INTERNAL AUDIT AND RISK</b>		
<b>23 APRIL 2026</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION:  PERMANENT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>IAR: 02/2026</b>	<b>RE-ADVERTISEMENT SPECIALIST: RISK &amp; COMPLIANCE</b>  <b>ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM)</b>  <b>R699 392.00 – R985 878.00</b>	<b>1</b>

MICT SETA seeks to employ a suitably qualified and competent **Specialist: Risk & Compliance**, the purpose of the position is 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 incumbents will be based at our Midrand offices respectively, reporting to the **Senior Manager: Internal Audit and Risk**

**MINIMUM REQUIREMENTS:**

- Bachelor's degree/Advanced Diploma(NQF 7) in Risk Management, Financial Management, Law, Auditing, or related field.
- A minimum of 6 years' experience in risk and compliance or enterprise risk management with 2 years' supervisory/managerial experience.
- Certified Internal Auditor, or
- Certified Risk and compliance Professional
- Knowledge of legislations governing the MICT is advantageous

**Other requirements:**

- Valid Driver's License
- 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.

## ROLES AND RESPONSIBILITIES

### Enterprise Risk Management

- 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
- Contribute towards 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.
- Implement the risk appetite framework and combined assurance model.
- Monitor the strategic, operational and projects risk profiles, including risk support to management, risk awareness and assessment of adequacy and effectiveness of risk mitigations/controls.
- Provide support in risk management’s administration.
- Compile, assess and report risk information to management and the risk management committee.
- Monitor the Risk Register, analyse the quarterly audit reports and any potential changes in the environment which affect the risk profile.
- Facilitate the management of risk emanating from strategic and operational activities.
- Ensure effective and efficient business unit records management.
- Facilitate the implementation of risk management systems across business units.
- Ensure the effective use of the Enterprise Risk Management system.

### Governance, Risk, and Compliance

- Provide input into Enterprise Risk Management policies, procedures, forms and process flows.
- Implement the risk management policy framework as it relates to risk management, business continuity management, compliance, and ethics.
- 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.
- Monitor policies and procedures for appropriate risk measures.
- Compile risk compliance reports on a monthly and quarterly basis.
- Be aware of governance control processes and role segregation requirements in area of accountability.
- Prepare quarterly report on the status of Risk mitigation plans.
- Ensure compliance with Enterprise Risk Management Policies, Procedures, and related Acts.
- Provide the internal and external auditors with necessary documentation

timeously.

- Analyse and report on adherence to Policy, Standards and Governance Framework work 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.
- Facilitate and implement Enterprise Risk Management workshops.
- Ensure correct application of policies, practices, standards, procedures and legislation in the delivery of work outputs.

### **Client & Stakeholder Engagement**

- Promote a Risk Management culture within the organization through risk workshops and awareness sessions.
- Manage colleagues' expectations and communicate appropriately.
- Conduct Enterprise Risk Management Systems training.
- Investigate and coordinate responses to queries and issues, implementing action plans for gaps identified and finalising reports.
- Promptly and attentively respond to customer requests and queries within established parameters and timeframes.
- 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.
- Inform relevant parties in the event of tasks or deadlines not met, the potential risks thereof and provide appropriate resolution.
- Conduct induction and training workshops as and when needed.
- Liaise with internal and external stakeholders.
- Provide training and promote advocacy of risk management, compliance management, business continuity management, and fraud management.

### **People Management**

- Manage an effective and cohesive team through the effective management of resources.
- Contribute towards the implementation of talent acquisition, succession planning, development, and retention strategies for the unit.
- Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring, and nurturing of talent in the unit.
- Contribute towards a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed

upon objectives.

- Ensure the working environment contributes to improving employee engagement, recognition, and increased productivity.
- Ensure the management of poor performance and disciplinary matters in line with the MICT's policies and procedures.

### **Operational Planning**

- Implement the risk management plan, fraud prevention strategy, business continuity strategy, compliance and monitoring plan.

### **VALUES**

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

### **FUNCTIONAL**

- Risk Management
- Governance and Legislature
- Strategic Planning
- Communication (verbal and written)
- Project Management
- Facilitation
- Stakeholder Management and Engagement
- Monitoring and Evaluation
- Presentation skills
- Time management
- Administration
- Report Writing
- Records and Information Management

### **BEHAVIOURAL COMPETENCIES (ENABLING)**

- Planning and organising
- Decision making & problem solving
- Ability to work under pressure
- Interpersonal relations
- Confidentiality
- Self-Management
- Attention to detail and accuracy
- Listening

- Initiative

**Application:**

**Applicants who have previously applied are encouraged to re-apply.**

Please click the link to apply <https://forms.cloud.microsoft/r/CCR7mKcrZG> by no later than **02 May 2026**.

Queries may be directed to 011-207-2600. 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/>)

**Verification and Vetting Disclaimer**

MICT SETA reserves the right to conduct comprehensive background checks, which may include verification of Matric and other qualifications, Employment history, Credit reports, Criminal records, Social media activity, References, Citizenship status, as well as Psychometric Assessments etc. Employment offers are contingent upon successful completion of these vetting procedures.