

OFFICER: RISK MANAGEMENT: OFFICE OF THE CEO

PURPOSE OF THE JOB

Located in the CEO's Office, this role will report to the Senior Manager: Strategic Planning, Monitoring Evaluation and Risk. The core function of the Risk Officer is to develop, implement and suggest improvement on the organisation's Risk Management Policies and Procedures. The Risk Officer will be required to identify risks and develop appropriate and effective mitigations for TASEZ in line with the National Treasury Regulations and Risk Framework.

KEY RESPONSIBILITIES

Implement The Risk Management Programme

- Assess control environment, drive and enhance change thereby effectively reducing risks, ensuring improved Business Unit's operational and financial results
- Scan the external regulatory environment, review and establish regulatory risk and potential non-compliance to key legislation and regulatory requirements and ensure that the business closes the risk gap
- Scan external and internal operating environments for potential crime, fraud and risks through preliminary investigations. Once the validity of the risk has been established, report and hand over to appropriate investigation resource or authority and report progress on the investigation process to the business
- Drive the implementation of fraud prevention initiatives as well as lead, develop and assist management in the implementation of internal controls to mitigate fraud
- Develop and implement mechanisms (governance dashboards) to report risks and control improvements
- Assist during fraud investigations
- Identify continuous improvement opportunities pertaining to operations and facilitate engagement with relevant stakeholders
- Monitor all risk mitigating actions and ensure proof of evidence is in place
- Report to senior management in pre-determined format and content

- Educate and train the leadership, staff, and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management programme
- Lead, facilitate and advise departments in designing risk management programmes within their own departments/business units

Business Continuity

- Manage TASEZ's integrated business continuity plan
- Review and guide the establishment of TASEZ's disaster recovery plans and procedures

COMPETENCIES/KNOWLEDGE

- Extensive knowledge of enterprise risk management frameworks and working principles
- Understanding of National Treasury Risk Management Framework
- Governance (King IV Report)
- Compliance Frameworks
- Knowledge of internal and external audit standards
- Business continuity and disaster recovery

REQUIRED SKILLS

- Excellent report writing
- Skilled in business process design and implementation
- Effective organisation and management
- Presentation and facilitation
- Analytical and an eye for detail
- Interviewing
- Microsoft Office (Visio, Word, Excel, PowerPoint, Outlook)
- Business acumen
- Interpersonal
- Ability to communicate at all levels

QUALIFICATIONS

- Grade 12
- An appropriate degree or equivalent NQF level 6 qualification in Risk Management/Accounting/Auditing
- Membership to the Institute of Risk Management will be an added advantage

WORK EXPERIENCE

A minimum 5 years' experience in a local government environment (preferable in a Risk Management Environment or Internal Auditing).

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za.

CLOSING DATE:

The closing date for applications **18 July 2022**.