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| <b>Job Title:</b>                      | Specialist: Risk and Compliance – 3 Year Fixed-Term Contract |
| <b>Organisation:</b>                   | NEMISA   |
| <b>Department:</b>                     | Office of the Chief Executive Officer                        |
| <b>Location:</b>                       | Gauteng Parktown   |
| <b>Salary Range:</b>                   | Grade 9  |
| <b>Upward Reporting Relationships:</b> | Chief Executive Officer                                      |
| <b>Reference Number:</b>               | NEM-04/11/2018   |

### MAIN PURPOSE OF JOB

To establish and maintain enterprise risk management (ERM) within the institute, and ensure risk mitigation strategies and oversight by all business units. To safeguard NEMISA's reputation, assets and interests of stakeholders by identifying and managing threats to the achievement of its business objectives.

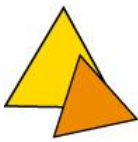
### JOB OBJECTIVES

- Develop and implement an Enterprise Risk Management (ERM) Strategy for NEMISA
- Implement, maintain and review ERM policies, guidelines and frameworks to ensure relevance
- Develop and communicate NEMISA's risk management policies, risk appetite and risk limits to relevant stakeholders
- Establish a model to identify, test, monitor and report on risk
- Assist Sub-Committees and Leadership to establish NEMISA's Risk Management objectives and direction
- Develop, manage and maintain analytical systems, metrics and data management capabilities to support the ERM strategy and framework
- Conduct enterprise-wide risk assessment for all business units within NEMISA, and ensure ongoing risk identification
- Monitor, communicate and report on any potential risk
- Conduct detailed risk assessments, analysing documents, statistics and reports in line with NEMISA's business objectives
- Implementing risk management processes and procedures to ensure that NEMISA is fully prepared to avoid potential threats and mitigating the effects to those which are essentially unavoidable
- Monitor and identify key risk exposures and early warning indicators
- Participate in the development, documentation, communication, testing and periodic review and revision of business continuity and disaster recovery plans
- Implement security projects addressing risks, vulnerabilities, and security controls, through regular reviews throughout all stages of the projects life cycle
- Implementation of stringent measures to manage and protect assets and special training and services to high risk individuals based on their roles in the Institutes
- Contribute to the enhancement of internal controls through work with management in all business units to resolve audit findings.

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, [www.nemisa.co.za](http://www.nemisa.co.za)

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhalihi; Mr Phuti Phukubje and Mr Lucas Mello  
Executive Directors: CEO (Vacant): Mr Thilivhali Ramawa (CFO)  
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



- Ensure that all business units comply with set risk standards, processes and policies
- Ensure that all business units comply with fraud and ethics standards, processes and policies
- Review all relevant risk, fraud and ethics policies for relevance and alignment to legislative prescripts and operational requirements
- Determine and advise on appropriate sanctions for non-compliance to risk, fraud and ethics measures
  
- Design and implement a Fraud Management Framework and guidelines
- Design and implement an Ethics Charter and guidelines
- Liaise with internal and external auditors to determine fraud risks
- Determine and implement ethics standards with NEMISA
- Maintain an appropriate level of awareness on fraud prevention, fraud response plan and whistle-blowing processes and mechanisms
- Assess the ethical health of the Institute, and determine measure to close the gaps
- Conduct annual and on-going fraud risk assessments
- Facilitate processes to investigate and resolve matters reported on the Fraud Hotline
  
- Provide input into the budget for the division
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget
- Identify deviations from the budget and take remedial action
- Motivate the acquisition of assets and resource requirements as required
  
- Participate in internal and external stakeholder forums as directed
- Represent and participate in NEMISA's committees and/ or task teams
- Promote risk awareness to all stakeholders
- Conduct risk management education and training from time to time, and as determined by assessed gaps
- Provide advocacy to all business units and CoLabs on the appropriate management of risk, fraud and ethics in their environment
- Engage and build inter departmental relationships with internal stakeholders, in order to produce risk and fraud reports
- Attend meetings and present findings and proposals to members and management

### Education: Formal Qualifications

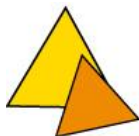
*Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.*

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| <b>Level of Education:</b> | <b>Minimum:</b> <ul style="list-style-type: none"> <li>• Bachelor's degree/ B. Tech degree or Equivalent qualification in commerce, accounting, auditing and/or risk management (NQF 7)</li> </ul> | <b>Ideal:</b> <ul style="list-style-type: none"> <li>• B. Com (Hon) Economics/ Commerce or Risk Management</li> <li>• B. Sc (Hon) in Risk Management</li> </ul> |
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### Job related Work Experience

*Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.*

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| <b>Minimum:</b> <ul style="list-style-type: none"> <li>• 5+ years' experience in Risk and Compliance Management</li> <li>• 3 years' experience within Public Sector</li> </ul> | <b>Ideal:</b> <ul style="list-style-type: none"> <li>• 8+ years' experience in Risk and Compliance Management</li> <li>• 5 years' experience within Public Sector</li> </ul> |
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### Job related Knowledge

*Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.*

- Internal audit and assurance practices
- Business Continuity Management
- Corporate governance
- Risk assessment and risk control measures
- Enterprise risk management concepts and frameworks
- King Code III
- Public Finance Management Act (PFMA)
- National Treasury Regulations
- Tax Laws
- Basic Conditions of Employment Act
- Labour Relations Act
- Employment Equity Act
- Protection of Personal Information Act
- Statistical analysis
  
- Exceptional attention to detail
- Presentation
- Ability to read, analyse, and interpret professional journals, technical procedures, and governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Excellent analytical ability
- Deduction reasoning

### Competency requirements

- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Deductive reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- emotional maturity
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Detailed focus

### Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: [riskspecialist@nemisa.co.za](mailto:riskspecialist@nemisa.co.za)
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.



- NEMISA reserves the right not to make an appointment.
- Closing Date: **19 November 2018** (16:00pm).

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.*