



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

06 March 2024

The following vacancy exists at NSFAS in Cape Town.

Position	Junior Enterprise Risk Management Specialists (X2)	Type & Grade	Permanent, C2
Vacancy No	47 of 2023/24	Department & Unit	Risk, Legal and Compliance.

POSITION OVERVIEW:

To support the Senior Risk and Compliance Specialists and Management to prepare, develop and mature the enterprise risk and compliance environment of the NSFAS through alignment with external regulatory, legal requirements and the proactive identification, application, and management of emerging and current risks. Operating in the second line of defence to actively drive the improvement of governance, risk management and compliance across all lines of defence within NSFAS.

RESPONSIBILITIES:

Policy, Systems & Procedure Implementation

- Support the enterprise risk unit, management and 1st line to identify and recommend the drafting of relevant policies applicable to the NSFAS environment.
- Support the development of business processes and systems that are aligned with NSFAS environment policies.

Core Objectives Implementation

- Effectively implement the Enterprise Risk Strategy, Policy, Framework, and Implementation Plan.
- Develop and manage administration to support the ERM Strategy, Policy, Framework and Plans
- Develop and build a network relevant to deliver on the core mandate of the RLC Business Unit.
- Assist in developing overarching governance, risk and compliance policy frameworks, templates, and standards as required.
- Work across the RLC Business Unit to strengthen the unit overall and contribute to its overall success.
- Assisting with the implementation and maintenance of all relevant risk frameworks and policies.
- Facilitating and supporting Business Units Risk Committees.
- Facilitating strategic and operational enterprise risk identification workshops and Business Unit meetings.
- Coordinating the maintenance of Business Units risk registers and reporting.
- Compiling and maintaining the Enterprise Risk Registers for Principal and Operational risks.
- Serving as the central liaison for risk champions.
- Analysing large data sets and formulating concise information for decision making.
- Administration of risk acceptance and policy deviations processes.
- Conducting enterprise risk assessments and risk reviews.
- Monitoring Business Unit risk exposure in comparison to enterprise risk appetite and tolerances.
- Compiling monthly Business Unit Risk Profiles.
- Compiling Quarterly reports as required.
- Compiling monthly and quarterly enterprise strategic and operational risk profiles.
- Monitor the enterprise risks and manage as appropriate.
- Administer the action and remedial plans of business units and ascertain compliance for the NSFAS environment.

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- Facilitate workshops/training programmes that aim to establish a risk aware culture and framework in our policy and process environment.
 - Maintain Business Continuity, Disaster Recovery, and Incident Management.

Performance Management & Ethics

- Ensure your performance contracting and review process follows policy and timeframes.
- Set, control and report on key performance areas and performance contracts.
- Coach, mentor, and train the team and develop reports for performance improvement, career progression and recognition purposes.
- Maintain compliance, consistency, and take corrective action when needed.

Stakeholder Engagement & Relationships

- Participate in the liaison with all stakeholders on risk and compliance matters.
- Participate in the resolution of stakeholder queries and complaints in line with policies and procedures.

Project Facilitation & Implementation

- Support the compilation of compliant strategy, policy, procedure, framework, and plan documents.
- Support and coordinate the consolidation of compliant reports as required.

Budget optimisation

- Provide inputs to the risk and compliance components of the annual budgeting and expenditure process of the planning unit activities and projects.
- Assist in expense management and efficient budget utilisation as required.

Audit, Compliance Monitoring & Evaluation.

- Assist in monitoring and resolution of internal and external audit findings and recommendations and tracking to resolution.
 - Ensure the compliance of internal and external audits of ERM and implementation of audit findings/ recommendations.
 - Implement identified key controls and established risk mitigation procedures as per ERM Policy,
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Strategy, Framework and Plan or as required.

- Support the compilation, evaluation, and analysis of organisational reports in line with the ERM framework.

Information & Knowledge Management

- Collaborate with stakeholders to build systems that enable the management of data obtained from different sources.
- Collaborate with stakeholders to use their experience, education and understanding to obtain knowledge from this information.

Reporting & Accountability

- ERM activities and changes in Risk Profiles or Operations.
- Integration of Business Intelligence and KRIs into ERM and generating appropriate reports.
- Enterprise strategic and operational gaps, interventions, and status of ERM
- The operational plan and implementation progress.
- Internal and external audit and risk findings, recommendations, and Remediation Actions.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 6 in Risk Management, Compliance, Business, Commerce, Law, or related fields.
 - Risk Management Certification or qualification.
 - Computer literacy – Intermediate MS Package Suite
 - Driver's License
 - 3-6 years' experience in a similar role in risk and compliance in the public service and/or private enterprise.
 - Knowledge of prescripts, policy, and practices applicable to risk management, compliance
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monitoring and governance.

- Knowledge of business operational processes and ability to refine for continuous improvement.
- Knowledge of PFMA and relevant legislation.
- Experience in developing and implementing policies, strategies, and frameworks and plans.
- Experience in supporting and/or chairing governance committees.
- Project Management Skills
- Ability to work individually and as a part of a team.
- Good interpersonal skills and communication.

Preferred

- +7 Years' experience in a similar role in the public service and/or private enterprise.
- Experience in 2nd line Functions.
- Experience in supporting, guiding challenging and leading 1st line functions.
- Advanced project and policy management
- Advanced Risk and Compliance knowledge and experience.
- Technology and ICT experience.
- Financial systems, designs, and experience.

Skills and Competencies:

- Planning and organizing
 - Problem solving
 - Analytical thinking
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- Financial acumen
 - Business process
 - Research
 - Detail orientated.
 - Excellent writing skills
 - Innovative
 - Critical thinking
 - Attention to detail.
 - Interpersonal Skills
 - Solution driven

REMUNERATION & BENEFITS

Remuneration Package: R560 318 – R660 028 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 19 March 2024

Interested applicants must complete and submit an **Employment Application Form** available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to the attention of Nokulunga Mtse via the following email address: **jobs@nsfas.org.za**.

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

For Enquiries please contact: Email: NokulungaM@nsfas.org.za

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful.

** NSFAS committed to employment equity. Preference will be given to candidates who improve



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employment equity considerations **

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference. “
