

Job Specification & Recruiting Profile of Vacancy

03 June 2022

The following vacancy exists at NSFAS in Cape Town.

Position	Enterprise Risk and Compliance Manager	Type & Grade	Market Related (6 Month Fixed Term Contract)
Vacancy No	05 of 2022/23	Department & Unit	Office of the Chief Executive Officer

POSITION OVERVIEW:

The primary purpose of this role is to play in the second line of defence in order to actively drive the improvement of governance, risk management and compliance across all lines of defence within NSFAS. This role will serve to assist the GRC executive in the execution of the mandate for the unit.

RESPONSIBILITIES:

Contribute to Strategic Development for the Department

- Define overall governance, risk and compliance requirements for NSFAS (strategy), including an execution plan and roadmap.
- Provide input into the strategy for the department/section and participate in executive strategy discussions.
- Provide input into budget and ensure budget management.

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- Develop and build a network relevant to deliver on the core mandate of the GRC with Executive and Senior Management.
 - Define overarching governance, risk and compliance policy frameworks, templates and standards.
 - Work across the GRC unit to strengthen the unit overall and contribute to its overall success (not just that of risk).

Governance and Compliance Operations

Governance

- Driving the implementation of governance and policy frameworks.
- Driving policy developments, especially where there are policy gaps in high-risk areas of the organization.
- Writing or updating policies, where this is required.
- Driving and overseeing policy maintenance and changes.
- Defining and maintaining delegation of authority.
- Defining governance and oversight committee structures and develop oversight over terms of reference.

Risk

- Assisting with the definition of all relevant risk frameworks and policies.
- Implementing and maintaining all relevant risk frameworks and policies.
- Assisting with the facilitating strategic risk assessment organisational wide to drive out top and strategic risks at least once a year.
- Coordinating the maintenance of risk management registers and reporting.
- Serving as the central liaison for risk champions.
- Management of risk acceptance and policy deviations processes.

Compliance

- Defining and managing staff declarations.
- Development and implementation of compliance universe and contributing to the combined assurance framework.
- Collating changes to regulations.
- Defining compliance assurance requirements.
- Performing compliance assessments.

Establishment of a Design Authority

- Set up governance structure design authority through drafting of Design Authority Charter and Terms of Reference.
 - Implement a Design Authority Policy.
 - Provide an oversight function on the project artefacts presented by the business.
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Leading High-Performance Teams

- 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.
- Participate in HR and organisational recruitment processes.

Ensure Compliance, Monitoring, Evaluation and Sound Reporting

- Use of approved reporting templates and tools and make recommendations for improvements over time.
- Submit risk and compliance reports timeously and to required standards.
- Adhere to risk management framework and methodology and processes.
- Report on all governance, risk and compliance activities at agreed intervals
- Collate integrated reported for the unit
- Collaborate with line one and others in line two and three to bring about recommended changes to the governance, risk and control landscape, such that all lines are strengthened
- Provide input and advice as follows (this is not exhaustive and is to be used as a guide:
 - Business improvements opportunities
 - General governance, risk and control improvements

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelor's degree in Audit, Accounting or Legal qualifications
 - At least 10 years' proven experience in the field of governance, risk management and compliance
 - Proven experience of positively impacting line one and two from a governance, risk and control perspective
 - Demonstrated capability in governance and risk management methodologies
 - Ability to develop and maintain governance charters and quality standards, including risk management
 - Experience in designing practical governance oversight structures
 - Experience in risk management, including collating risk management results and mitigations, developing strategic and top risk registers, developing and overseeing risk mitigation strategies
 - Experience in combine assurance models, including compliance
 - Experience in shifting cultures from a governance, risk, and control perspective
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- Experience in developing, maintaining and managing policy frameworks and policy writing, or assisting others with same
 - Demonstrated experience in reporting to executives and boards on governance, risk and control matters, including annual and integrated reporting
 - Knowledge of Public Financial Management Act.

Preferred:

- Postgraduate degree in Audit, Accounting or Legal qualifications
- 11 plus years' experience as outlined above

Skill and Competencies:

- Stress tolerance – coping with stressful situation.
- Multitasking – dealing with several activities at a time, enjoy being given new tasks before they have finished another.
- Planning – making detailed plans and long-terms plans.
- Analytical thinking – solving complex problems, carefully analyse information and use logic to address issues and problems.
- Innovation – creative and open-mindedness.
- Analytical thinking and ability to probe down to level of detail
- Maintaining objectivity and professional scepticism
- High ability to collaborate with line one and others in line two and three in order to effect change
- Highly competent in both written and verbal communication skills
- Able to manage the unit and all resources
- Ability to maintain a sense of resilience when faced with challenge
- Ability to work at a fast pace and remain abreast in times of high change
- Ability to manage teams in order to achieve and maintain high performance
- Remaining technically abreast with professional development matters
- Ability to manage external resources and oversee any additional co-sourced contracts

Computer skills required:

- MS Word – Intermediate
 - MS Excel – Intermediate
 - MS Power Point – Intermediate
 - MS Outlook – Intermediate
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REMUNERATION & BENEFITS

Remuneration Package: NSFAS offer a Competitive Remuneration Package.

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

PLEASE NOTE

Closing date: 17 June 2022

Interested applicants must complete an **Employment Application Form** available on the NSFAS website together with a detailed Curriculum Vitae, copies of academic qualifications, and names of three contactable referees to Ms. Fayroes Sherry via email jobs@nsfas.org.za. NSFAS does not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

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

Enquiries: Email: fayroess@nsfas.org.za

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