

The ETDP SETA is looking to employ a suitably qualified, competent, and experienced Risk and Corporate Governance Manager in the CEO's office. Reporting to the CEO, the successful candidate will be based at the ETDP SETA Head Office in Johannesburg.

Manager: Risk and Corporate Governance [Ref. 1930/06]

Salary: R 1 424 565 per annum (Total Cost to Company)

Job Purpose: The Risk and Corporate Governance Manager will develop and implement an entity-wide risk management strategy and monitor and perform risk identification and mitigation tests. The successful candidate is primarily responsible for reducing risks that can negatively impact operations and performance within the entity. Furthermore, the incumbent is responsible for promoting a culture of good corporate governance and compliance within the ETDP SETA.

Minimum Requirements

- A Postgraduate degree (NQF Level 8) in Internal Auditing.
- A certificate or diploma in Risk Management will be essential.
- A Master's degree (NQF Level 9), preferably an MBA/ CIA/ CA qualification will be an added advantage.
- Membership of the Institute of Risk Management of South Africa (IRMSA) or Professional body relevant to Risk Management or a membership of the Institute of Internal Auditors.
- A certificate in Corporate Governance will be an added advantage.
- A minimum of five (5) years work-related experience in risk management, of which three (3) years experience must be at Senior Management level in a Risk management environment, with a combination of experience within Corporate Governance and Internal Audit, preferably in a public sector entity.
- Strong awareness of the SETA landscape and a good knowledge of current risk management guidelines in the Public Sector, particularly National Treasury prescripts for public entities.
- Expertise in Risk Management identification, assessment, response and mitigation of risks.
- Thorough knowledge and understanding of Risk Management principles, business and operational risks, the application of good corporate governance and technical knowledge to implement appropriate IS control processes and procedures.
- Sound knowledge of corporate governance principles and the application of good corporate governance.
- Knowledge and application of PFMA, IFRS, KING IV, Corporate Governance, Compliance and Risk Management, Skills Development legislation, Strategy and Policy formulation.
- Sound knowledge of compliance management and internal audit and assurance best practices.

- Good understanding of integrated risk management processes.
- Knowledge of Enterprise Risk Management concepts, frameworks and methodology.
- Knowledge and understanding of legislative and regulatory compliance requirements in the Public Sector and anticipate their impact on the ETDP SETA's operations.
- Advanced numeracy and computer literacy in MS Office packages.
- A valid driver's licence and willingness to travel are essential.

Skills and Personal Attributes

- Ability to think strategically.
- Excellent communication (verbal and written) with facilitation and presentation skills.
- Excellent analytical and problem-solving skills.
- Ability to build strong working relationships across all levels of the organization.
- Driven, flexible and a quick learner.
- Conflict management, change management and people management skills.
- Good organizational and time management skills that would ensure timely delivery of all outputs, often required within short deadlines.
- Ability to work under pressure and without supervision.
- Evidence of efforts to attain clean audit outcomes.

Duties and Responsibilities:

- Develop and implement a governance and compliance risk management programme.
- Manage the entire risk and governance environment in line with ETDP SETA's objectives and legislative requirements.
- Oversee the fulfillment of Board and Governance needs, requirements and obligations, such as the Corporate Plan and presentation of the Annual Report.
- Plan, design and implement an overall risk management process for the ETDP SETA.
- Develop an appropriately combined risk assurance.
- Conduct risk assessments, which involves analysing risk and identifying, describing and estimating the risks affecting the organisation.
- Responsible for the implementation of fraud risk management policy and strategies.
- Implement various policies, such as spreadsheet risk and project risk management.
- Ensure that the risk registers, risk management plan and presentation are complete and that reports are in compliance.

- Work with the senior management team to produce customized risk models to inform decision-making capabilities within varying levels of uncertainty.
- Conduct risk evaluation, which involves comparing estimated risks with criteria established by the organisation, such as cost, legal requirements and environmental factors.
- Evaluate the organisation's previous management of risks.
- Establish and quantify the organisation's risk appetite, i.e., the level of risk reported and accepted.
- Reconcile and report on monthly risk loss.
- Manage operational risk on a day-to-day basis, which includes monitoring and reporting.
- Develop measures and procedures for understanding the key process, risk identification, risk analysis, and assessment, responding to risks identified and assessed, and ensuring adequate information and communication and monitoring of risk management activities.
- Implement necessary action to reduce the operational risk to an acceptable level.
- Implement audit findings timeously.
- Make all efforts to ensure compliance towards a clean audit strategy.
- Benchmark current practices against the risk management framework and adjust practices as necessary.
- Identify and implement risk management initiatives and compile mitigation plans to proactively take action on identified risks.
- Responsible for Corporate Governance reporting and compliance management.
- Provide qualitative risk status reporting with accurate and reliable business intelligence information and analyse trends and data.
- Perform additional responsibilities as delegated by the CEO when required.

The successful candidate will enter into a performance contract with the ETDP SETA, which reserves the right to subject the applicants to a psychometric evaluation in accordance with its policies and procedures.

Interested applicants (who qualify in respect of all the criteria) are invited to submit a detailed and recent Curriculum Vitae (CV) with contactable previous employment references, certified copies of all qualifications and certificates, including the National Senior Certificate, certified and clear copies of the Identity Document as well as a valid driver's licence (**the certified copies should not be older than six months**) and a motivational letter highlighting previous experience and career achievements related to the position.

The applicant is responsible for submitting their foreign qualifications accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA).

Applications quoting the relevant job title and reference number must be submitted via email to sarah@tothetrecruitment.co.za.

The closing date for all applications is 05 July 2024 at 16h00.

The appointment will be made in accordance with the ETDP SETA's Employment Equity Plan and Policy. The ETDP SETA promotes the employment of people with disabilities, who are encouraged to apply. Correspondence will be entered into with shortlisted candidates only.

Protection of Personal Information Act, Act 4 of 2013 (POPIA)

By applying for this position, you hereby acknowledge that you have read and accepted the following Protection of Personal Information Act, Act 4 of 2013 (POPIA) disclaimer:

- I hereby give consent to the ETDP SETA to process my personal information as part of the recruitment process.
- The ETDP SETA shall take all reasonable measures to protect the personal information of applicants, and for the purpose of this disclaimer, "personal information" shall be defined as detailed in the POPIA.
- The ETDP SETA reserves the **right to withdraw or not to fill the position for whatever reasons.**

Applications submitted without the required above-mentioned certified copies, as well as applications received late, will not be considered.