

## **Senior Specialist Policy, Compliance and Risk Management**

**Salary: R 964 731,03 per annum. (All Inclusive Package)**

**Please Note: This is a fixed term position until 31 March 2030**

**This is a readvertisement, candidates who applied previously are encouraged to reapply.**

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Senior Specialist Policy, Compliance and Risk Management. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

### **Job profile:**

To provide guidance regarding risk management, compliance and policy development in the organisation to support achievement of corporate objectives, protect staff and business assets and ensure financial sustainability.

### **Duties and responsibilities:**

#### **1. Policy, Compliance and Risk Management**

- Develop and implement the risk management policy, strategy, and Business continuity management policy in line with the PSETA overall strategy and relevant legislation.
- Develop, manage and review risk registers on a quarterly basis to mitigate risk trends and emerging risks in an organisation.
- Review and update the risk profiles of the PSETA on a regular basis and report to the governance structures and relevant authorities.
- Develop and manage the risk management plans in consultation with Heads of Divisions and create dashboard to report progress on risk mitigation activities within the PSETA.
- Facilitate and coordinate risk assessment workshops for Executive Management team and AA to review and update the risk register in order to enrich risk intelligence of the team.

- Provide quarterly audit and risk reports to Line Managers for EMT and AA meetings.
- Prepare and facilitate quarterly audit and risk reports to Managers, EMT and AA for sign off and compliance with the relevant guidelines and legislation.
- Develop, manage and implement the PSETA Code of Conduct and Ethics policy and create awareness through workshops and communication on a quarterly basis.
- Develop, manage and implement the fraud and anti-corruption plan to ensure awareness within the organisation.
- Manage and facilitate that the ethics survey is conducted and prepare the recommendations from the outcome for presentation to the Management team and the Accounting Authority.
- Conduct quality assurance on documentation to the CEO's office to ensure compliance with the SETA policies and guidelines, accuracy and relevance.
- Facilitate and follow through communication from the CEO's office in terms of policy and strategic decision that it is filtered to correct intended audiences to ensure understanding and compliance thereof.
- Provide knowledgeable review and recommendations for intended policy shifts to the CEO ensuring that context, analysis and the views of the respective areas are collated and summarized
- Coordinate the Annual Policy reviews by Divisional Heads.
- Conduct annual fraud risk assessments to identify and understand risks to PSETA business and weaknesses in controls that present a fraud risk to the organization.
- Prepare the key themes, presentations and reviews for the CEO with detailed content to ensure that presentations are packaged to reflect the PSETA brand and the CEO's preferred style.
- Manage, review and implement risks according to an enterprise risk management strategy
- Manage Insurance Risk Management and Business Continuity Planning activities for PSETA and provide monthly departmental reports specifically relating to the activities of the department.
- Develop and monitor compliance reports.

## 2. Governance

- Direct and maintain the highest ethical standard in finance department, including compliance with all legislative and statutory requirements to ensure integrity of the PSETA operations.
- Manage and monitor risks within the department through continuous internal and external monitoring tools and processes for the business impact, as well as changes in stakeholder needs.
- Develop, review and maintain the risk plan and report the discrepancies or areas of concern to management to mitigate on legitimate potential legal disputes.
- Minimise the exposure to legislative contravention by implementing policies and procedures in full support of legislative requirements.
- Develop and maintain a quality assurance and improvement program that covers all aspects of the policy & risk management activity to ensure compliance

## 3. Stakeholder Management

- Works collaboratively with stakeholders by establishing and maintaining effective working relationships.
- Manage the external stakeholder relationship with the organisation to ensure a healthy working environment and the integrity of the organisation.
- Develop, implement and monitor internal and external stakeholder management system.
- Facilitate and maintain the internal stakeholder relationship as a key advisory on policy and risk management and legislation to foster collaborative relationship.
- Represent PSETA in meetings with stakeholders in a professional manner and mitigate problems whilst demonstrating a high level of integrity in line with PSETA core values.
- Provide advice and guidance to Management on internal and external stakeholder related matters.

## 4. Finance

- Collaborate and contribute to the budget preparation process and ensure divisional and departmental budget monitoring in line with PSETA financial guidelines.
- Ensure the effective, efficient, economical, and transparent use of financial and other resources.
- Manage financial and other resources relating to the core business of the PSETA.

- Manage the budget against the fruitless and wasteful expenditures and mitigate such deviations by implementing action plans.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits and explores opportunities to reduce costs.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Law / Commerce/ Risk Management (NQF 7) or equivalent
- Bachelor's Hons degree Law/Commerce/Risk Management or related field (NQF 8) advantageous.
- A minimum 4 - 5 years' work experience in public sector accounting risk and policy management.

#### **KNOWLEDGE, SKILLS AND ATTRIBUTES**

- Knowledge and application of PFMA, IFRS, KING IV, Corporate Governance; Compliance and Risk Management \* Skills Development Legislation \* Strategy and Policy Formulation
- Skills: Communications \* Computer Literacy (Ms Office) \* People management \* Planning and organising \* Analytical and quantitative Skills \* Decision making \* Influence \* Negotiation \* Interpersonal Skills \* Results oriented

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Resource Department via e-mail to [recruitment@pseta.org.za](mailto:recruitment@pseta.org.za).

#### **PLEASE NOTE:**

**Closing Date: 09<sup>th</sup> June 2022**

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele - **Call: 012 423 5700**

**Designated groups are encouraged to apply** (Youth, Women and People with disabilities)

**Recommended candidates will be subjected to competency assessment, security vetting and financial disclosure.**

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**



13 May 2022