

Job Title:	Risk and Compliance Officer
Type of Position	Permanent
Salary Package	R335 970.00
Reporting to	Risk and Compliance Manager
Based:	Pretoria
Reference No:	HRREC014/23

Qualification and Experience:

A Bachelor's Degree in Auditing/Finance/ Risk, compliance and governance law or equivalent is a minimum requirement. 3 years' minimum experience in the Risk & Compliance environment. Registration with a professional body (Institute of Internal Auditors) an advantage.

Knowledge and Skills

- Knowledge of the risk and governance standards such as ISO 31000: 2009, COSO framework and King IV.
- Knowledge of relevant legislation, regulations and prescripts.
- Quality Management Systems.
- Contract Management.

Key responsibility

1. Risk and Compliance

- Assist in the development and review of risk management policies, procedures and processes, designed to ensure that the NAMC's risk identification, mitigation and monitoring capabilities match its risk profile.
- Assist in the development and update of the risk management strategy and methodology.
- Assist in the development of the risk management implementation plan.
- Assist in the development of the risk appetite and tolerance framework.
- Provides support, education and training to staff to build risk awareness within the organization.
- Conduct policy and compliance audits, which will include liaising with internal and external auditors, Update monthly risk registers for the business units.
- Provide assistance in reviewing Risk Appetite Statements.

- Manage oversight of incident management processes to ensure that the business units are reporting significant risk events.
- Implement incident monitoring processes to improve controls on the reported risk.
- Ensure compliance with the Fraud Management Plan.
- Provide independent view regarding proposed business plans and transaction.
- Develop project risk management capabilities within the organisation.
- Develop mechanism for ensuring information security and access thereto

2. Governance

- Maintain the strategic, operational and fraud risk registers
- Maintain an inventory of internal controls and map them to key risk areas
- Assist in the execution of the operational, compliance, ethics, and fraud risk assessments by identifying the key risks and assessing mitigating controls to determine the risk profile for the NAMC.
- Assist in the development of mitigation strategies/ action plans, in consultation with management, assigning responsible parties and timeframes for implementation, and monitor implementation thereof.
- Escalate issues relating to non- compliance.
- Effectively promote and practice good Corporate Governance.
- Establishes and communicate and facilitates the use of appropriate methodologies, tools and techniques to ensure that the NAMC complies with laws and regulations.
- Coordinate and provide administrative support to the risk unit.
- Build relationships with management and stakeholders.
- Maintain the risk incidents register, including inter alia records of insurance claims, litigation claims etc.

3. Risk Reporting

- Assist in the preparation of quarterly risk reports.
- Assist in the implementing appropriate risk reporting to the Management Committee, Audit and Risk Committee and the Council.
- Assist in ensuring that minutes for Council meeting, Audit and Risk Committee, and IT Committee Meetings are accurate and signed.
- Assist in reviewing audit reports and advising business units when required.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to hrrecruitment@namc.co.za closing date: **29 September 2023**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.

Short-listed candidates will be subjected to reference checks and qualification verification. If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC 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 outlined in the POPIA.

Please visit www.namc.co.za, for further enquiries, send email to hr@namc.co.za, The NAMC reserves the right to withdraw, amend or not fill the position.