



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPG/20240403/1684
Advert Reference Number:	DTP002/04/24
Job Title:	Manager Risk and Compliance
Job Level:	Paterson Grade D3
Vacancy Type:	Internal & External
Salary:	R905,800 to R1,358,700
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	1000
Number Of Posts:	1

Duties/Responsibilities:

## Risk Management:

### Risk Management Policies

Review the following risk policies, every two years, to ensure document is still relevant and update where required for review by Company Secretary and approval by Exco and Audit Risk

#### Committee (ARC):

- oEnterprise Risk Management Framework including risk appetite and risk tolerance;
- oFraud Prevention Plan;
- oFraud Prevention Policy and Response Plan;
- oGift Policy;
- oWhistle Blowers Policy; and
- oCombined Assurance Plan.

### Risk Assessment, Controls and Action Plans

Facilitate risk management workshops throughout the year with Executives, Senior Managers and specialists.

Conduct operational risk assessments and maintain risk registers with programmes, sub-programmes and projects which include:

ocontext and familiarization - understand the internal and external factors peculiar to each area of the business to ascertain and identify potential, current and emerging risks/hazards;

orisk identification - identify, recognise and describe risks that might help or prevent divisions in achieving its objectives;

orisk analysis - comprehend the nature of risk and its characteristics including, where appropriate, the level of risk, consider uncertainties, risk sources, consequences, likelihood, events, scenarios, controls and their effectiveness; and

orisk evaluation - comparing the results of the risk analysis with the established risk criteria to determine where additional action is required.

Identify and record key controls and advise risk owners/risk champions on evidence to be retained.

Design review program to test effectiveness of controls.

Conduct review of controls and evidence retained to support controls working effectively.

Record and monitor implementation of action plans developed by risk owners/champions.

### Risk Management Tools

Assist risk owners/champions to customise risk management tools for programmes / sub-programmes / projects to manage risk, improve controls and monitor and track action plans.

Develop Key Risk Indicators that will assist programmes/sub-programmes and provide an early signal of increasing risk exposure.

### Risk Report and Awareness

Report - Prepare and issue:

odetailed risk reports to programmes/sub-programmes/projects; and

oconsolidated quarterly Executive summary report for discussion at EXCO and Audit and Risk Committee.

Report to include analysis, trends and summary of treatment of risks.

Provide risk management awareness and monitoring awareness for all programmes /sub-programmes.

### Business Continuity:

#### Business Impact Analysis

Conduct Business Impact Analysis and risk assessments at least annually for programmes/ sub-programmes to determine business continuity priorities and requirements - analyze business impact and assessing the risks of disruptions.

Review the Business Impact Analysis and risk assessments for all programmes /sub-programmes:

oIdentify the risks of disruptions to the prioritized activities;

oAnalyze and evaluate the identified risks;

oDetermine which risks require treatment.

#### Business Continuity Plans

Liaise with programmes /sub-programmes to develop Business Continuity Plans that will allow an effective response and recovery from a crisis, disaster or disruption.

Review business continuity plans and procedures at least annually for programmes /sub-programmes.

#### Business Continuity Report and Awareness

Report - Compile and issue reports for discussion at EXCO on the effectiveness and adequacy of Business Continuity systems.

Provide Business Continuity awareness for all programmes /sub-programmes to have a better understanding and to be better prepared in responding to disruptions.

Compliance (including irregular and fruitless and wasteful expenditure):

Irregular expenditure and fruitless and wasteful expenditure

Conduct irregular expenditure investigations to ascertain whether transactions identified as potentially irregular expenditure are irregular or not irregular. Submit and provide a written report to

Company Secretary.

Conduct fruitless and wasteful expenditure investigations to ascertain whether transactions identified as potentially fruitless and wasteful expenditure are fruitless or not. Submit and provide a written report to Company Secretary.

In the case of irregular expenditure and fruitless and wasteful expenditure, the report to be submitted to CFO and CEO for basis of disciplinary hearings.

Collate, liaise, and provide information to Provincial Treasury for condonation of irregular expenditure.

### Compliance

Liaise with all programmes /sub-programmes ensuring that the risk identification take account of existing legislation and changes thereto.

Review for all programmes /sub-programmes risk registers and engage with the respective risk and compliance champions to identify compliance risks and compliance obligations.

Design periodic compliance reviews to test compliance with all relevant legislation regulations, internal policies and procedures.

Review of compliance audit, compile and provide input into compliance reports for use by the relevant executives of each division.

### Combined Assurance

Liaise with relevant Senior Managers/compliance champions in each area to ascertain where reviews have been conducted by external assurance providers.

Collate evidence of reviews conducted by external assurance providers in each division.

Compile and issue combined assurance report for discussion at EXCO and Audit and Risk Committee.

**Governance**  
 Conduct CIPC conflict of interest checks on investors and tenants as and when requested.  
 Provide Compliance awareness with all programmes /sub-programmes to have a better understanding of compliance, controls and obligations.

**Contract Management:**  
 Prepare procurement documentation (Terms of References for RFQ's - including bid specifications, budget computations, variation applications) for services contracts as and when required by Governance team.  
 Provide support to other managers within Governance team, to address relevant needs.  
 Contribute in negotiations of pricing for contracts as may be required.  
 Develop and customise contract tools to monitor and manage budget and completion of deliverables of Governance contracts.  
 Manage the services of service providers to ensure that goods and services procured are received as required and invoiced at agreed upon rates.  
 Review of contracts register within Governance to proactively monitor contract expiry dates and plan for new procurement where services are required to be continued.

**People Management:**  
 Management employees to develop high performance outputs, supporting the strategic objectives of the company.  
 Plan, train and manage the human resource requirements to meet objectives.  
 Identify skills requirements and ensure development for optimum performance and career development.  
 Manage staff performance and facilitate improvement through regular performance monitoring and feedback.  
 Provide required coaching and support where necessary.  
 Provide Performance Agreements and Performance Assessments for staff timeously.  
 Manage recruitment processes for the area of responsibility in-line with delegation of authority.  
 Provide a working environment that contributes to improving staff morale and increasing productivity.  
 Provide leadership that demonstrates the values of DTPC

#### Qualifications and Experience:

Degree in Business Science / Internal Audit or similar.  
 5 or more years of experience within an internal auditing / compliance / risk environment, of which 3 years should be at a management level.  
 Experience within an internal audit / consulting firm is advantageous.  
 Certification in at least one or more of the following ISO standards:  
   oISO31000 - Risk Management (Senior Lead Risk Manager or higher)  
   oISO19600/ISO37031 - Compliance management Systems (Senior Lead Compliance Manager or higher)  
   oISO 22301 - Business Continuity Management Systems (Senior Lead Implementer)

#### Essential Knowledge, Skills and Competencies Required:

Knowledge of PFMA, Treasury Regulations, BBBEE legislation, Contracts, procurements and other relevant legislation.  
 Comprehensive knowledge of risk management, compliance business continuity and project management.  
 Knowledge of corporate governance principals.  
 Knowledge of risk management, business continuity and compliance standards.  
 Computer Literacy (Ms Office: Word, PowerPoint, Excel), with good Excel skills.

**Competencies:**  
 Conceptual thinking, Systematic thinking, Analysis and problem solving, Judgement and decision making, Information seeking, Stress tolerance, Integrity, Self-confidence, Self-reliance, Reliability, Effective delegation, Directing others, Coaching and developing others, Proactive communication, Written and oral communication, Negotiation, Teamwork, Developing relationships, Planning, organizing and prioritizing, Quality, detail and results focused, Technical and professional knowledge / skills.

#### Additional Information

#### How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 26 Apr 2024

## Disclaimer

### DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.