



RISK AND COMPLIANCE OFFICER (4 Month Contract)

An exciting opportunity exists for a Risk and Compliance Officer at South African Tourism's Head office in Sandton. This position reports to the Chief Strategy Officer. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

PURPOSE STATEMENT:

- Implement and maintain an enterprise risk management (ERM) framework, policy and procedures in line with relevant frameworks, guidelines and best practices; and Improve the risk maturity and risk profile of SA Tourism.

KEY OUTPUTS:

Enterprise Risk Management:

- Ensure the implementation of the approved Risk Management Strategy with Compliance, Ethics, Fraud and BCM activities;
- Facilitate risk identification, assessment and evaluation (including, but not limited to, workshops, interviews, surveys, site visits, process walkthroughs, documentation reviews, benchmarking etc.) with Management according to SA Tourism's Risk Management Methodology and Approach;
- Assist Management to develop and maintain accurate and complete risk registers;
- Understand the SA Tourism's strategic business objectives, business model, business practices, risk appetite and tolerance;
- Track and monitor SA Tourism's strategic risk profile;
- Perform data analytics to identify new, emerging and/or materialised risks;
- Prepare monthly reports to EXCO and quarterly reports to the Audit and Risk Committee;
- Understand the SA Tourism's values, culture and dynamics and facilitate the strengthening of the organisation's risk culture.
- Conduct Risk Champion Forum meetings; and
- Short and medium-term planning, co-ordination and execution of risk management activities and projects.

Compliance Risk Management:

- Understand the relevant legal and regulatory compliance requirements and compliance standards;
- Identify policy gaps and policy inadequacies for review of policies, employee handbooks and procedures accordingly;
- Review and assess compliance of SA Tourism policies and procedures for international offices to applicable international legislation;
- Conduct ad hoc compliance reviews against approved frameworks, standards, policies and regulations; and
- Track legislative developments relevant to tourism industry and SA Tourism's.



Ethics Risk Management:

- Advise employees on ethical matters;
- Manage conflicts of interests (Annual declaration);
- Implement ethics awareness- and other ethics training programmes;
- Identify (through the whistle-blowing hotline and other channels) and report on unethical behaviour and corrupt activities; and
- Provide regular feedback to the governing body and executive management on ethics performance and challenges.

Fraud Risk Management:

- Monitor the implementation of the Fraud Prevention Strategy;
- Track and monitor fraud risk in the organisation; and
- Collaborate with Internal Audit to implement fraud awareness and anti-corruption measures.

Business Continuity Management:

- Facilitate business requirements/technical documentation review discussions associated with Business Continuity;
- Monitor for events that may require the organisation to activate the Business Continuity plans or Crisis management team;
- Lead Business Continuity related projects and coordinates necessary resources;
- Provide regular reporting on the state of the organisation's Business continuity preparedness and efforts;
- Liaison with the IT Services Continuity team; and
- Conduct business continuity and disaster recovery training and activities.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Commerce;
- Honours degree in Risk Management will be advantageous;
- Registration with the Institute of Risk Management (IRMSA) or Institute of Internal Auditors (IIASA) or Association for Certified Fraud Examiners (ACFE)
- 6 - 8 years' collective experience of which 4 years should be at a management level.

KNOWLEDGE AND UNDERSTANDING OF

- All relevant legislation and regulations that govern the Public Service including the Minimum Information Security Standards, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act, Public Finance Management Act, Tourism Act, and Treasury Regulations for departments, trading entities, constitutional institutions and public entities;
- Understanding of Corporate Governance principles (King IV); and
- Risk Management practice and standards (ISO 31000, SANS 31000, ISO 22301, ISO/IEC 38500, National Treasury Public Sector Risk Management Framework).



Visit us @ www.southafrica.net

Detailed CV to be sent to : insightsanalytics@southafrica.net

Closing date : 16 January 2019

Should you have not heard from us within two weeks after the closing date, kindly consider your application unsuccessful.

NO LATE APPLICATIONS WILL BE ACCEPTED.

