

GOVERNANCE, RISK AND COMPLIANCE OFFICER GOVERNANCE, RISK AND ASSURANCE DEPARTMENT

Ref No: 000

Purpose of the Job:

To provide administrative and process support with regards to ongoing Business Continuity Management (BCM), Compliance and Enterprise risk management activities. The candidate appointed in this role will report to the Senior Manager: Governance, Risk and Assurance.

Requirements:

Matric certificate, with an appropriate bachelor's degree or equivalent qualification in Commerce, Risk Management or Law. A minimum of 2 years relevant experience with at least 2 years in second line assurance filed i.e., Risk Management, Compliance and/or Business Continuity Management.

Key Performance Areas:

- Render administrative support with the maintenance, execution and the implementation of the Business Continuity Management (BCM) Strategy and processes within the FSCA.
- Render Support to the BCM Manager in the maintenance of the full BCM Lifecycle in line with approved standards.
- Maintain annual updates of the BCMS and related reports, plans and documentation.
- Render support in Policy development, approval and implementation processes.
- Work with the Senior Compliance Practitioner to develop and implement the policy framework aligned to the overall compliance management process and the strategic direction of FSCA.
- Develop and maintain a policy index to serve as a consolidated universe of policies required within the organisation.
- Assist in maintaining awareness of regulatory developments and communicate relevant developments to the relevant forums / employees.
- Assist in conducting adequacy and effectiveness assessments of controls in critical business areas and perform compliance reviews of high-risk Acts as per the compliance coverage plan.
- Ensure an effective Implementation of Enterprise Risk Management process and tools within the department
- Work with the Senior Risk Officer in the management of the FSCA Fraud Hotline Inbox as well as coordination and compilation of reports on tip-offs received.
- Ensure an effective Implementation of Ethics Programme across the FSCA through the efficient management of the Ethics Helpdesk.
- Preparing and writing Reports to various committees including EXCO and Risk Committee including the provision of secretariat support where required.

Other Key Competencies:

The candidate must demonstrate the following skills and attributes: Ability to work effectively under pressure, strong administrative, analytical and negotiation skills and Innovative thinking; good interpersonal and relationship building skills; results and deadline driven; good collaboration skills; good written and verbal communication and presentation skills; advanced computer literacy; logical approach to problem analysis and problem-solving skills; quality orientation; knowledge of reporting formats, good report writing skills; excellent attention to detail; ability to multitask and an ability to prioritise.

Interested parties should forward their CVs for the attention of Refilwe Kgaphola at e-mail address: recruitment@fsc.co.za by no later than 14 June 2022.

When applying please indicate the role you are applying for, the ref number on the subject line.

FSCA is committed towards increasing the representation of marginalised groups in line with its Employment Equity Plan. Persons with disabilities are encouraged to apply.

Please note that correspondence and communication will only be conducted with short listed candidates and that the FSCA reserves the right not to appoint if a suitable candidate is not identified.