



INTERNAL AND EXTERNAL ADVERTISEMENT

Position : Chief Risk Officer
Task Grade Level : 17
Location : Head Office
Reporting Line : Chief Executive Officer
Duration : 5-Year Contract
Start Date : As soon as possible
Position advert nr : B3

NOTE: Applicants must please clearly indicate the name and position number on the application.

Main purpose of the Position:

To manage the development and implementation of risk management strategies and plans within the ECRDA

Minimum requirements:

Educational

Bachelors’ Degree or National Diploma

Experience

- 8 years working experience
- 6 years’ experience at divisional management level (*equivalent of Manager or Director in the public service*)
- Proven / evident successful operational and process management within public or private sector

Competencies Required:

Knowledge	<ul style="list-style-type: none"> • Competent or advanced knowledge and understanding of relevant policy and legislation • Competent or advanced understanding of institutional governance systems and performance management • Must have extensive knowledge of the public office environment; and • Must be able to formulate field-specific master plans, project management and implementation
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Leading Competences	Assessed Competent or Advanced proficiency level on the following leading competences : <ul style="list-style-type: none"> • Strategic Direction and Leadership • People Management • Programme and Project Management • Financial Management • Change Leadership • Governance Leadership • Stakeholder Relations
Core Competences	Assessed Competent or Advanced proficiency level on the following core competences : <ul style="list-style-type: none"> • Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus

Key Performance Areas:

1.	<p>Planning and Implementation:</p> <ul style="list-style-type: none"> • Develop risk management framework consisting of Risk Management Policy; Risk Management Strategy; Risk Management Committee Charter; Fraud and Corruption Policy; Fraud and Corruption Strategy and Plan; Risk Assurance Plan, Risk Appetite and Tolerance Framework • Research good practices and new developments that would enable the ECRDA to achieve its objectives • Align the Framework with the applicable legislation and guidelines issued by National and Provincial Treasuries, as well as benchmark with other public entities • Develop implementation plans for strategies and ensure implementation • Develop and monitor implementation of the risk management strategies and plans • Assess risk management processes <p>In order to ensure that there is a risk management framework for the ECRDA to manage all strategic and operational risks</p>
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2.	<p>Business Continuity Planning:</p> <ul style="list-style-type: none"> • Design and /or comply with the design and implementation plans of provincial government / ECRDA response to natural and other disasters (e.g. floods, disease, civil commotion, war, etc.) • Help to determine the scope of projects, and make certain that the vital resources are provided to achieve the goals and objectives • Establish the ability of the ECRDA to comply with contractual agreements concerning delivery of products and services • Institute procedures to discover and explain for costs incurred during the recovery process • Utilise the business impact analysis (BIA) process to identify the financial and operational impacts of risk exposures for the ECRDA and its service providers • Determine the cost of risks and also develop recovery strategies on matters as wide as: <ul style="list-style-type: none"> ○ Loss of critical employees ○ Loss of important documents or records ○ Changes in political climate or legislation governing rural development ○ Interruption, or potential interruption, of ECRDA operations ○ Critical labour relationships ○ Regulatory and statutory controls <p>In order to protect the assets and manage the risks of the ECRDA through financial decisions and business continuity planning</p>
3.	<p>Risk reporting:</p> <ul style="list-style-type: none"> • Develop reporting protocols, including quantitative and qualitative thresholds, and monitoring the reporting process • Report on the risk management process, progress and problems to the CEO and the Board <p>In order to ensure the development and application of reporting protocols for risk management</p>
4.	<p>Enterprise Risk Management Activities:</p> <ul style="list-style-type: none"> • Coordinate the risk identification and assessment workshops • Facilitate the risk identification and assessment workshops • Ensure implementation of controls by business units • Develop and implement control self-assessment guide • Develop and implement risk assessment guide • Solicit and assess risk management implementation progress from senior management • Assist management in developing action plans to manage identified risks • Monitor the progress of risk mitigation activities • Collate, aggregate, interpret and analyse the results of risk assessments • Maintain the risk registers • Create and disseminate risk reports to CEO, Management Committee, risk management committee, and to Board • Facilitate training of Risk Management Committee Members • Respond to Auditor General and Internal Audit findings relating to risk management. • Implement recommendations by Auditor General and Internal Audit <p>In order to ensure the management and mitigation of risks within ECRDA activities, and to optimise opportunities</p>

5.	<p>Risk Governance:</p> <ul style="list-style-type: none"> • Define Board’s Risk Oversight Role within the enterprise-wide risk management framework • Foster risk management culture that is not risk averse, but instead aware of the implications of risks taken to attain objectives • Help management incorporate risk management into strategy • Help define risk appetite (i.e. the level of risk that management is willing to take regarding specific actions or events related to the ECRDA) • Facilitate execution of risk governance processes and practices • Benchmark and evaluate the governance process <p>In order to ensure the development of risk governance and facilitation of a risk governance culture in the ECRDA</p>
6.	<p>Integrity management (ethics champion):</p> <ul style="list-style-type: none"> • Promote integrity and ethical behaviour in the ECRDA • Ensure organisational integrity of policies, procedures and practices (including SCM probity advise / audits) • Identify and report unethical behaviour and corrupt activities to the CEO and the Board • Administer and manage the implementation of the ECRDA integrity management framework • Develop and implement awareness programmes to educate officials on ethics, good governance and anti-corruption measures • Keep a register of all ECRDA employees under investigation and those disciplined for corruption and report accordingly to designated authorities • Liaise with the Board regarding all (financial) disclosures, and remunerative work outside of the ECRDA • Manage and administer the filling of financial declaration forms <p>In order to ensure the integrity of employees within the ECRDA</p>

7.	<p>Compliance management:</p> <ul style="list-style-type: none"> • Ensure compliance with the external regulatory framework that is imposed upon the ECRDA as a whole • Ensure compliance with internal systems of control that are imposed to achieve compliance with the externally imposed regulatory framework • Mastermind compliance policies and protocols on behalf of the ECRDA • Develop and implement a compliance programme to ensure the ECRDA operates in accordance with legislation • Determine compliance metrics and establish a system for tracking them • Sign off on any marketing and advertising indemnity / collateral to ensure its compliance • Remain up to date on legislation related to the ECRDA and update or develop internal policies accordingly • Perform compliance audits to determine whether established protocols are being followed and where they can be improved • Maintain up to date written documentation and policies related to the ECRDA's business activities • Create compliance resource library (online / intranet) for staff members to reference when they have questions <p>In order to ensure that the ECRDA complies with the regulatory frameworks</p>
8.	<p>Management of the Risk Management Committee Activities:</p> <ul style="list-style-type: none"> • Facilitate orientation and training of Committee members • Coordinate committee meetings by allocating dates of the meetings • Prepare the agenda of the Risk Management committee meetings by: <ul style="list-style-type: none"> ○ Requesting the agenda items from respective business units ○ Review the agenda ○ Review the minutes of the committee • Facilitate investigations of fraud and corruption • Co-ordinate activities of the committee for statutory compliance on fraud and corruption <p>In order to ensure that Risk Management committee meetings take place as scheduled in the year planner</p>
9.	<p>Perform any other related duties as instructed by the Chief Executive Officer</p>

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, certified copies of your identity document, qualifications and drivers licence, must be submitted to recruitment@ecrda.co.za

NB:

- Without prejudice, correspondence will be limited to the short-listed candidates.

- Further be informed that if you have not been contacted within 1 month of the closing date, please accept that your application was unsuccessful.
- ECRDA is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998)
- ECRDA reserves the right to appoint or not to make an appointment.
- Interviews will be conducted via MS Teams virtual platform, unless stated otherwise
- Administrative enquiries may be directed via email to Sarieta Maasdorp at maasdorps@ecrda.co.za
- Technical enquiries may be directed via email to Cello Gardner at gardnerc@ecrda.co.za
- Date of issue: 18 June 2021

CLOSING DATE: 29 June 2021 at 12h00 midday. Late applications will not be accepted.