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**INTERNAL/EXTERNAL ADVERT**  
**RISK MANAGER – 3 YEAR CONTRACT**  
**PATTERSON JOB GRADE D2: (Ref No. RISK2020)**  
**All-inclusive package – R 656 203.00 pa**

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Applications are invited from suitably qualified candidates for the **Risk Manager** position that has become available in the **Finance Division**.

**Minimum Requirement & Job Competences:**

- Matric/Grade 12 with Mathematics or Accounting;
- Degree or National Diploma with Accounting/Auditing/ Risk Management as major subjects;
- A minimum of 5 years' experience in a public entity finance with risk management as a function/auditing;
- At least 2 years management experience;
- Thorough knowledge of the PFMA Act of 1999, PPPFA Act 5 of 2000, GRAP, Treasury Regulations & SCM Framework;
- Computer literacy in MS Office (Advanced Excel); and an accounting system, preferably ACCPAC;
- Proficient written and verbal communication and interpersonal skills;
- Ability to motivate teams and work within tight deadlines;
- Ability to partake in and facilitate group meetings;
- Very high level of attention to detail;
- Auditing and Internal Auditing Standards;
- Risk Management Practices and Risk Analysis/management;
- Thorough knowledge of Internal Control Procedures;
- MTEF Budget compilation and analysis;
- Self-motivated and able to use own initiative.

**Key Responsibilities:**

- Plans, designs and implements an overall risk management process for the organization;
- Conducts risk assessment, which involves analysing risks as well as identifying, describing and estimate the risks affecting the organization;
- Monthly updating and reporting of the fraud risk register and maintain the compliance registers;
- Coordination of Fraud risk management workshops and training;
- Prepare reports for CFO to present to the Audit Committee and Board on risk issues;
- Prepare various risk management feedback reports;
- Monitor and update external and internal audit action plans;
- Conduct risk assessment of projects on ad hoc basis;
- Assist in investigations where required;
- Implementation of accounting systems and audits;
- Business Continuity Management;
- Co-ordinate responses for internal/external audit findings;
- Co-ordinate progress reports and feedback on audit queries;
- Prepare responses/presentations to SCOPA when required;
- Prepare audit improvement strategy and follow up on previous audit findings;

- Provide inputs in the development of demand and acquisition management policies, procedure manuals and best practices;
- Review all documents to be submitted to auditors; and
- Staff Management.

Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: [recruitrisk@shark.co.za](mailto:recruitrisk@shark.co.za) Please Quote Ref. No **RISK2020**, in your correspondence. **Closing Date: 15h30 on Friday, 3 April 2020.**

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

**“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED”**