

JOB PROFILE

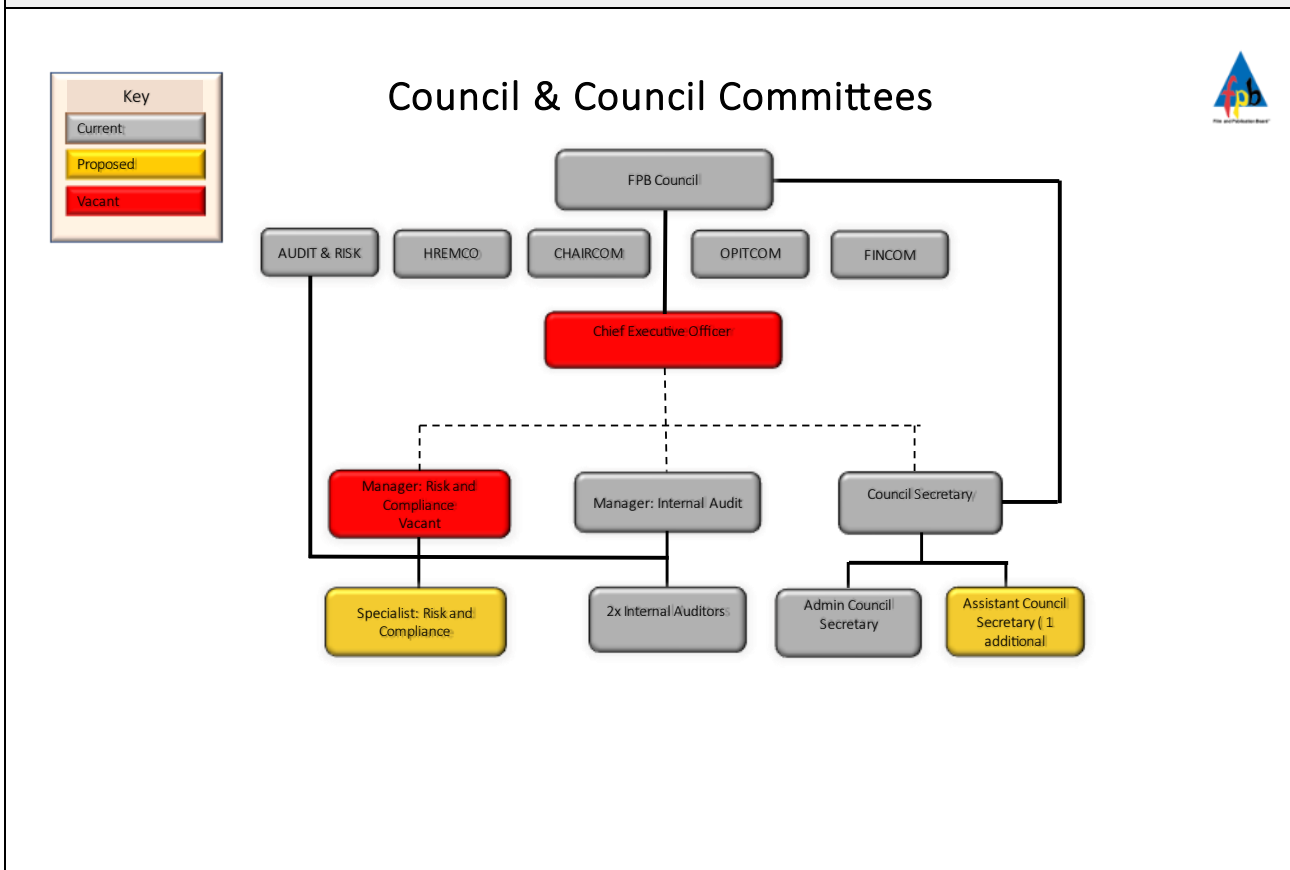
1. JOB DETAILS

Job Title	Risk and Compliance Manager	Grade	D3
Discipline	Office of the CEO	Sub-Discipline	Office of the CEO
Catalogue Code			
Date last reviewed	September 2022	Author	Graded OD

1.1 Career Path

Job Title	Future Jobs	
Risk and Compliance Manager	Company Secretary	Internal Audit

1.2 Organogram



2. OUTPUT PROFILE

1.3 Purpose

The purpose of the Risk Manager position is to assist in the development and implementation of the enterprise wide risk management strategy and to monitor as well as perform risk identification and mitigation tests. Furthermore, the incumbent is responsible for promoting a culture of adherence to good corporate governance and compliance within the FPB.

1.4 Problem Solving	Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline
1.5 Planning Cycle	Long term (1-3 years)
1.6 Impact of decision making	1 – 6 months

1.7 Influence	
Who is the position required to influence?	Tick the applicable box
Not expected to influence practices	x
Is expected to come up with suggestions on improved practices	x
Influences or changes specific administrative or operational practices in a team, section or department	x
Influences or changes specific administrative or operational practices affecting more than one department	x
Influences or changes broad practices or policies affecting a whole division or business unit	x
Is required to convey information to others outside of own work area but inside organisation	x
Is required to convey information to others outside of own organisation	x
Is required to persuade individuals inside the organisation	x
1.8 Influence	
Who is the position required to influence?	Tick the applicable box
Is required to persuade individuals outside of the organisation	x
Is required to negotiate with individuals inside the organisation	x
Is required to negotiate with individuals outside of the organisation	N/A

1.9 Reports	
Allocation	None
Coordination	With all managers and EXCO
Supervision	None
Direct Management	None

Leadership through others	None (a single post reporting directly to CEO) and to the Finance and Risk Committee if the FPB Board.
---------------------------	--

1.10 Communication		
Type of communication	Employee needs to understand	Employee needs to carry out
Detailed technical and/or functional instructions or queries	x	x
Written company policy documents	x	x
Current legislation affecting the job holder's area of responsibility	x	x
Case law and legal findings affecting the job holder's area of responsibility	x	x
Articles and research affecting the job holder's area of responsibility	x	x
Complex research findings published in scientific journals	x	
Program, system or design specifications	x	x
Factual reports on aspects of the business	x	x
In depth technical reports, proposals or project briefs affecting one or more business units	x	x
Routine communication in connection with instructions, requests or normal work tasks	x	x
Communication around escalated or difficult queries with customers or clients	x	x
Communication requiring a high level of diplomacy and sensitivity	x	x
Basic explanation of products or services to customers or clients	x	x
Detailed technical explanation of products, services or systems to internal or external customers or clients	x	
Detailed verbal or written instructions or requests to employees or contractors	x	x
1.10 Communication		
Type of communication	Employee needs to understand	Employee needs to carry out
Detailed written and analytical reports, e-mail, fax or mail correspondence	x	x

1.11 Job Outputs	
Key Performance Area	Performance Outputs
1. Strategic input 20%	Develop, monitor and report on the Enterprise wide Risk and Compliance Management strategy of the organization.
2. Risk Management	Facilitate annual risk management assessments for all divisions within the organization. Develop risk mitigation plans per Business Unit that are monitored quarterly.

60%	Assist in the development of systems to facilitate risk monitoring and risk mitigation. Possibly procure appropriate risk management system via ICT.
	Compile a consolidated risk register for the organization.
	Implement business continuity plans, fraud response and prevention plans.
	Ensure proper risk management ownership, monitoring and reporting by unit managers and Divisional Executives.
	Assist with compliance to all relevant risk legislation, policies, regulations and guidelines. Develop a compliance register and monitor on a quarterly basis.
	Develop and implement the FPB's Risk and Compliance Policy and Anti-Fraud Corruption Strategy.
	Maintain relationships with other risk management functions and assurance providers within the FPB as well as within the broader fraternity of the Department of Communications.
	Coordinate and Facilitate Risk and Compliance Management skill transfer within FPB.
	Facilitate compilation of Risk identification processes, compilation of risk registers into a centralized document, processes for evaluation and assessing identified risk and the adoption of an appropriate response strategy with assigned ownership and risk responses. Ensure all risk and compliance data and reports are stored on the organization's ECM portal.
	Evaluate control interventions and assess the results thereof to manage risk exposures within acceptable limits.
	Compile a review of the risk profiles and report on its impact on achievement and non-achievement of objectives.
Monitor implementation, recommendations made by assurance providers and research changes in risk management legislation and international standard and practice and keep EXCO and Board informed of these changes.	
1.11 Job Outputs	
Key Performance Area	Performance Outputs
3. Reporting 20%	Compile and submit Risk Management and Compliance reports for the entire organization on a monthly, quarterly and annual basis.
	Compile and submit the fraud management report on a quarterly basis.
	Compile and submit business continuity incident reports monthly as well as record and process all hotline queries through the appropriate channels.
	Compile and consolidate organizational Risk and Compliance register on an annual basis.
	Compile reports on risk incidents and effectiveness of the management system and reports on emerging and existing high-risk areas.

3. REQUIREMENTS PROFILE

3.1 Qualifications

Type	Area	NQF Level	Importance
Bachelor Honours Degree NQF 7	Auditing/Finance with Risk Management as a major subject.		Essential

3.2 Professional Status	
Accreditations	Organisational Risk management Practitioner (IRMSA)
Registrations	Not Applicable
Legal Appointments	Not Applicable
Memberships	Institute of Risk Management SA – membership

3.3 Experience			
Process/Place/Area	Involvement	Period	Importance
Chief Risk Officer/Risk manager/Internal Audit/Finance	Operational	5 years	Essential

3.4 Skill level	Professional knowledge of theory and techniques in a specialised field, or knowledge of a number of fields, acquired through tertiary education and/or considerable experience
3.5 Job training/ familiarisation time	Up to 6 months

3.6 Competencies		
Type	Description	Proficiency Level
Drivers Licenses	Code B; Motor vehicle licence	Essential
Computer Literacy	MS Office	Intermediate
Behavioural Competencies	Analytical Thinking	
	Relationship Building	
	Advanced Communication	
	Problem Solving	
	Negotiation	
	Influencing	
	Assertive	
	Attention to detail	
	Planning and Organising	
	Leadership	
	Coordination	

	Consultation
	Conflict Management
	Customer Service Orientation
Functional / Technical Competencies	Business Acumen
	Presentation
	Report writing
	Statistical analysis
	Research
	Financial Management

4. APPROVAL

	Name	Signature	Date
Grading Committee Representative			

FPB VALUES

- Accountability**
- Integrity**
- Excellence**
- Innovation**
- Consultation**

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.