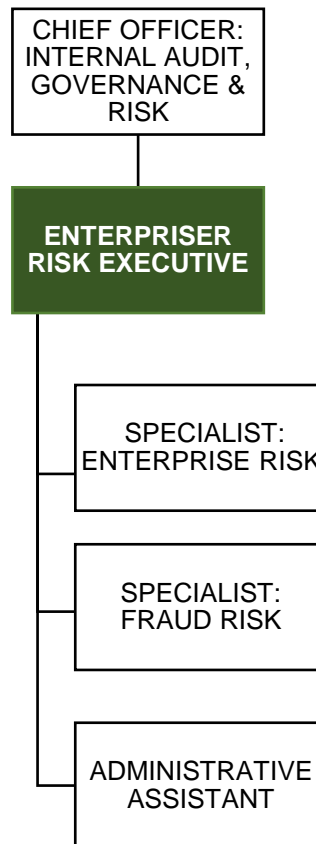


Job Profile

PROFILE INFORMATION					
JOB TITLE	RISK MANAGER (ENTERPRISE RISK EXECUTIVE)				
JOB CLUSTER AND RANK	Management (Commandant)				
REGION/DIVISION	Office of the Commissioner				
LOCATION	Head Office				
MANAGER/SUPERVISOR	Chief Officer: Internal Audit, Governance & risk				
SUPERVISION	Specialist: Enterprise Risk Specialist: Fraud Risk Administrative Assistant				
PEER RELATIONSHIPS	OTHER MANAGERS				
LIAISON	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #D9D9D9;">INTERNAL</td> <td>All Business Units</td> </tr> <tr> <td style="background-color: #D9D9D9;">EXTERNAL</td> <td>Service providers</td> </tr> </table>	INTERNAL	All Business Units	EXTERNAL	Service providers
INTERNAL	All Business Units				
EXTERNAL	Service providers				

PURPOSE STATEMENT
Responsible for ensuring sound operations, risk management and mitigation, governance and compliance within the BMA by directing the implementation, maintenance, and management of strategic and business risks; to maximise organisation performance

ORGANOGRAM



DESCRIPTION

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
Strategic Planning	<ul style="list-style-type: none"> Provide oversight over the Enterprise Risk Management framework that integrates risk management with the BMA's strategic objectives. Develop strategies to entrench a risk management culture in the BMA. Assess and maintain the risk maturity profile of the BMA 	15%	<ul style="list-style-type: none"> Strategic Plan

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
<p>Functional Management</p>	<ul style="list-style-type: none"> • Assist in facilitating the implementation of the Enterprise Risk Management Framework, processes and practices and liaise with both Compliance and Internal Audit resources to entrench a combined assurance approach. • Ensure that risk and control self-assessments, control assurance, key risk indicators, internal loss data, issue management, the risk register, and any other agreed operational risk metrics are adequately documented and maintained. • Help evolve risk practices and the risk framework to ensure that it is fit for purpose and aligned to the business processes and structure. • Responsible for ensuring that the risk practices, processes and culture are appropriate and adequate to prevent negligence and loss to the organization. • Provide input to the development and implementation of relevant risk policies that support the integrated framework for enterprise risk. • Ensure that adequate reporting is in place for areas of responsibility and that the C is kept informed of emerging risks and ongoing performance. • Ensure the completion and management of risks in the agreed internal operational risk tool to assist with the management and reporting of risks. • Assist with the administration, new initiatives, training, and general guidance at risk forums. • Participate, facilitate, and lead as required in risk reviews. Proactively escalate any areas of concern and ensure remedial steps are identified and implemented. • Perform root cause analysis and lessons learnt on risk events. • Ensure compliance with risk training requirements, including delivery of both awareness type and targeted training for areas of responsibility. 	<p>30%</p>	<ul style="list-style-type: none"> • Signed Quarterly Risk Register Reports • Risk Compliance Reports

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
<p>Change Management</p>	<ul style="list-style-type: none"> • Assist in enhancing operating systems for optimal results. • Deliver professional communication and foster awareness regarding crime and fraud trends. • Act as the Subject Matter Expert on the content of the procedures, processes, and investigation methodologies in the business. • Participate in change meetings to contribute to new process designs. • Take over processes when projects become business as usual (BAU) 	<p>10%</p>	<ul style="list-style-type: none"> • Risk Management systems implemented
<p>Governance, Risk and Compliance</p>	<ul style="list-style-type: none"> • Take accountability for all risk events and the delivery of specified and agreed upon controls. • Reporting of a risk and controls that ensure compliance. • Keep abreast with compliance and regulatory requirements and liaise with all relevant stakeholders internally and externally in the organization to accurately execute and adhere to the rules and regulations. • Whilst executing maintain an effective Quality Assurance environment • Adhere to Organisational circulars, policies, business standards and other communications that impact the operation of the business unit. • Ensure that reconciliations totals are balanced against GL Fraud and forgeries values. Reconciled General Ledger write-offs and ensure correct entries have been process in terms of regulatory compliance. • Ensure that all SAFE warnings, rejects and Data Accuracy Ad-hoc Detail report information are corrected and Data Elements are compliant. • Check all existing and new reports for accuracy and data integrity 	<p>10%</p>	<p>Risk Registers and Reports</p>

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
<p>Stakeholder Management and Relations</p>	<ul style="list-style-type: none"> • Provide advocacy on Enterprise Risk Executive related matters to relevant stakeholders. • Collaborate with the necessary organs of state and domestic and international organisations to promote and enhance effective, efficient, and secure human movement. • Ensure the development and effective stakeholder relations management with both local and international communities in support of national objectives and Internal Audit priorities. • Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration. • Lead the identification and mitigation of internal systems and procedural barriers to enhance excellent customer service. • Represent and participate in the BMA's committees and tasks teams as member of the executive team. • Lead the implementation of timeous communication on relevant information and legislation to the BMA. • Participate in industry related forums, conferences, and workshops to gain industry insight for the purpose of business improvement and position the BMA. 	<p>10%</p>	<p>Stakeholder Engagement Report</p>
<p>Business Continuity Management</p>	<ul style="list-style-type: none"> • Develop, maintain, and implement business continuity plans and disaster recovery strategies for the BMA. • Develop contingency plans to deal with organizational emergencies. • Conduct business impact analysis for all the functions of BMA. • Plan, conduct, and debrief regular mock-disaster exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly. • Coordinate the crisis management committee. 	<p>15</p>	



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
Financial Management	<ul style="list-style-type: none"> • Provide input in the planning and compilation of the business unit's annual budget aligned to the operational plans to support the implementation of set objectives. • Ensure the effective implementation, management, and monitoring of the business unit's budget, and mitigate and report on any variances. • Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE). • Ensure the deployment of proper financial controls to manage the business unit budget. • Report on and communicate any cost improvements and shortfalls. 	5%	<ul style="list-style-type: none"> • Annual Operational Budget • Variance Report • Budget Compliance Report
People Management	<ul style="list-style-type: none"> • Build and lead an effective and cohesive team through the effective management of divisional resources. • Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the division. • Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring, and nurturing of talent in the business unit. • Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives. • Ensure the working environment contributes to improving employee engagement, recognition, and increased productivity. • Ensure the management of poor performance and disciplinary matters in line with the BMA's policies and procedures. 	15%	<ul style="list-style-type: none"> • All employees have revised up to date job profiles • Talent Management Plan • Timeous submission of performance agreements and reviews • % of staff in all training & development interventions • Employee Engagement Surveys • Timeous Resolution of disciplinary and Grievance procedures

CAREER PATH		
Enterprise Risk Executive	Chief Officer: Internal Audit, Governance & risk	

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Qualifications	<ul style="list-style-type: none"> Bachelors degree/Advanced Diploma (NQF 7) in Risk Management/ Compliance Management or Equivalent
Minimum Experience	<ul style="list-style-type: none"> Minimum 5 years' experience in Management Minimum five (5) years of Business Risk Management and or Auditing experience
Knowledge	<ul style="list-style-type: none"> Relevant regulatory knowledge Relevant software and systems knowledge Risk management process and frameworks Border Management Authority Act,2020.
Professional registration or license requirements	<ul style="list-style-type: none"> None
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver's License

COMPETENCIES

VALUES	FUNCTIONAL	BEHAVIOURAL ATTRIBUTES (ENABLING)
<ul style="list-style-type: none"> Excellence Integrity Innovation Patriotism Professionalism Teamwork and Collaboration Vigilance 	<ul style="list-style-type: none"> Excellent/Professional verbal and written communication skills. Facilitation Problem solving ability Time management skills Information Gathering Strong organizational and administrative skills Planning and Organising skills Change Management Excellent business and report writing skills Time management Planning and organising Good people management skills 	<ul style="list-style-type: none"> Strong interpersonal skills Diversity High attention to Detail High level of skill in handling sensitive and confidential situations/information Strong initiative, ability to anticipate issues proactively. Strong customer service focus and great team player Innovation Ability to work under pressure in an extremely deadline driven environment Ethical Good analytical skills Interpersonal skills



		<ul style="list-style-type: none">• Confidentiality• Innovation• Ability to work with multiple projects, multi task and project
--	--	---

SYSTEM SKILLS	
Title	Level
Microsoft Office Suite	Intermediate