



SOUTH AFRICAN TOURISM

Job Advertisement

RISK AND COMPLIANCE OFFICER 12 MONTHS FIXED TERM CONTRACT

An exciting opportunity exists for a Risk and Compliance Officer at South African Tourism's Head office in Sandton. This position reports to the Head Governance, Risk and Compliance. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

KEY OUTPUTS:

Risk Management

- Develop and maintain the risk control framework;
- Implement and maintain the risk assessment process and risk profile of SA Tourism;
- Investigate and analyse root causes, patterns or trends of the risk assessment;
- Develop and maintain the SA Tourism risk register and consult with business unit heads and line management to establish, maintain and improve risk management capabilities.

Governance and Compliance

- Review key business activities to ensure compliance with standards, policies and regulations;
- Ensure compliance to risk management policies, procedures and systems;
- Ensure high risk compliance and governance areas are proactively identified and mitigated;
- Manage compliance education and awareness campaigns;
- Ensure policies and procedures are understood throughout SA Tourism;
- Communicate new or revised policies across SA Tourism.

Reporting

- Collate risk and compliance reporting requirements from each of the other departments;
- Prepare monthly and quarterly reports;
- Customise GRC presentations for different audiences.

Stakeholder Engagement and Communication

- Establish, support, and maintain relationships with key stakeholders to promote the South African brand through collaboration and partnerships with trade.



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QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Commerce;
- Honours degree in Risk Management will be advantageous;
- Registration with the Institute of Risk Management (IRMSA) or Institute of Internal Auditors (IIASA) or Association for Certified Fraud Examiners (ACFE)
- 6 - 8 years' collective experience of which 4 years should be at a management level.

KNOWLEDGE AND UNDERSTANDING OF:

- Performance monitoring, evaluation, and reporting frameworks, systems, and processes.
- Communications and information management legislative requirements.
- Public Service systems.
- Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, and the Labour Relations Act.
- Knowledge of Corporate Governance principles and practices.

Visit us @ www.southafrica.net

Please send your detailed C.V. to : hr@southafrica.net

Closing date : 23 February 2024

No late applications will be accepted
Should you have not heard from us within three weeks after the closing date,
kindly consider your application unsuccessful.