



A. Post Information	
Post Title	Risk Management Officer
Component	Office of the Chief Executive Officer
Location	Head Office - Parktown
Post Reports To	Chief Executive Officer (CEO)
Job Evaluation Outcome	
Confirmed Grade:	10
Date Graded:	
A. Job Purpose	
<i>Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).</i>	
The purpose of this role is to assist the accounting officer (CEO) with risk management organisation wide. This entails facilitation of risk identification, risks assessments, and risk mitigation. The Risk Officer should ensure that risk treatment plans are implemented, and the overall acceptable risk tolerance levels are maintained.	

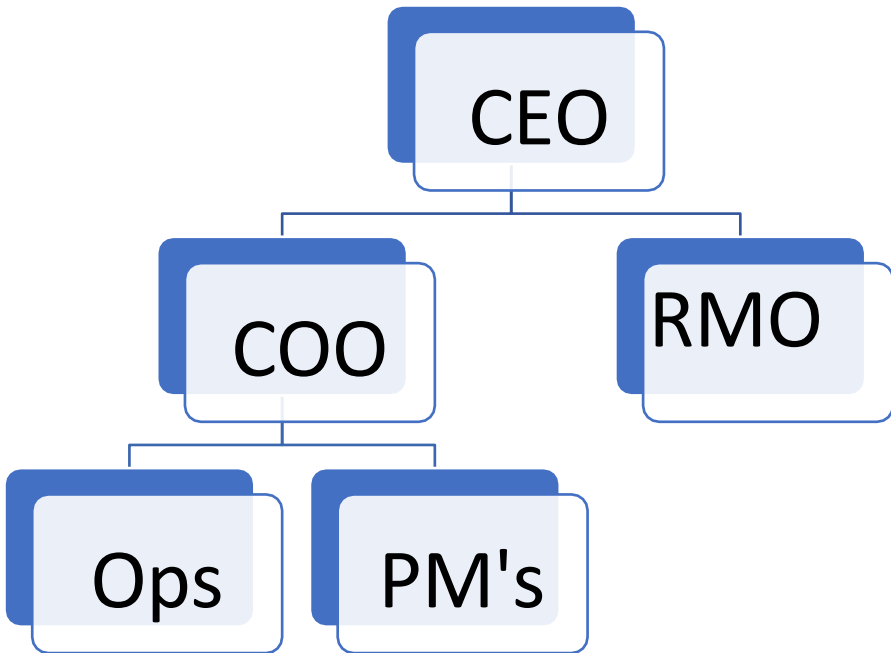
B. Key Responsibilities			
<i>List of major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1.	Qualifications		BCOM degree or National Diploma in Risk Management/ Auditing or Accounting.
2.	Experience		Minimum 3 years risk management experience including the ability to identify new risks facing

			the institution with significant management responsibilities; · Experience in the rollout of risk management plans · Experience in strategic and business planning · Presentation and maintenance of strategic and operational risks workshops and interviews.
3	Competencies and Skills		· Knowledge of risk management processes and techniques · Effective Communication Skills · Deadline-driven and the ability to deliver high quality work under pressure · Ability to relate to all levels within the organisation · Conceptualising and coordination skills · Planning and organising skills · Ethical conduct · High level of integrity, responsibility and confidentiality · Ability to correspond internal and external stakeholders · Reliable and hardworking · Accuracy · Attention to details · Professionalism
	Key Responsibility and duties		· Coordinate Risk Management within the SAHRC through established and coordinated Risk Management Committee · Assist Units Head within the SAHRC with identifying, classifying and description of key risks through the attendance of strategic workshops and interactions · Assist with coordinating Risk awareness workshops, compiling Risk register, and developing implementation plan for internal audit recommendations as well updating the Risk register · Liaise with internal audit concerning fraud indicators and ensure awareness of fraud prevention strategies, continuously making follow ups on reported fraud and corruption. · Advise Unit managers on designing and implementing controls by researching legislation · Compile draft management advice report and participating in meetings to discuss solutions · Assist with providing Risk Management and Fraud Risk Management report to the Accounting Officer · Implement Risk Management process within

			the SAHRC that involves the identification, assessment, monitoring and elimination of the actual and/or potential risks. · Contribute to the development and implementation of the SAHRC Fraud Prevention Plan, Risk Management Action Plan and Risk Management strategy · Contribute to meeting the minimum Anti-corruption capacity requirements
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C. Position of the Post in the Organisation

Structure diagram



D. Advisory Responsibility

Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.

To Whom	Type of Advice/ Information
CEO	Provide advice on emerging risks with possible financial and reputational damage, and how to manage risk organisation-wide.
Risk Management Committee and Risk Champions	Facilitate strategic risk assessments, and how to identify and manage operational and strategic risks on an ongoing basis.
Audit Committee, Commissioners	Provide the state of risk management within the Commission, and advice on how to mitigate strategic risks.

E. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	All Senior Managers and Risk Champions
Number of staff indirectly managed	All Senior Managers and Risk Champions
Financial accountability	0

F. Career pathing

Next higher position:	
What is required to progress:	See profile

G. Job profile agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deems reasonable, after due consultation with the post holder.

We the undersigned, agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date