

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region. Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for the position below:

VACANCY

GOVERNANCE, RISK AND COMPLIANCE OFFICER (3 YEAR CONTRACT)

Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applicants to support and drive Risk Management initiatives, oversee Compliance Management, and assist in Monitoring and Evaluation (M&E) of activities within the entity. The Governance, Risk and Compliance Officer will play a pivotal role in ensuring the organization operates within legal and regulatory frameworks while minimizing risks that could impact business objectives.

Qualification Knowledge, Skills and Attributes:

- Bachelor's Degree in Law (NQF 7) / Risk Management / Business Management / Administration or related field with 3+ years' relevant experience in Auditing, Risk Management (with demonstrable work on Business Continuity).
- Professional certification or membership from a relevant professional body such as Chartered Governance Institute of South Africa (CGISA) / Certified in Business Continuity Management/Certified Risk Management Practitioner / Certified Ethics Officer (advantageous).
- Certification in GRC-related disciplines (Certified in Risk and Information Systems Control, Certified Regulatory Compliance Manager, ISO 3100 on Risk Management; ISO 22301 Business Continuity, Public Sector Risk Management Framework, COSO Integrated Risk Management Framework).
- Detailed knowledge of local (South African) legislation, developing checklists to ensure Corporate Governance compliance to appropriate legal requirements including PFMA, Treasury Regulations, Public Service Act and Regulations, Financials, POPIA etc.
- Ability to work effectively under pressure, strong administrative, analytical and negotiation skills and Innovative thinking.
- Good interpersonal and relationship building skills; results and deadline driven; good collaboration skills; good written and verbal communication and presentation skills.
- Knowledge of reporting formats, good report writing skills; excellent attention to detail; ability to multitask and an ability to prioritise.

Key Responsibilities:

- To drive and implement the corporate governance framework and ensure compliance to the relevant laws and regulations.
- Render administrative support with the maintenance, execution and the implementation of the Business Continuity Management (BCM) Strategy and processes. Develop BCM Lifecycle in line with approved standards which includes maintaining annual updates of the BCMS and related reports, plans and documentation.
- Implement and maintain an effective M&E framework.
- Develop and implement the Entity's policy framework in line with the overall compliance management process and the strategic direction of Entity.
- Develop and maintain a policy index to serve as a consolidated universe of policies required within the organisation.
- Complete impact assessments and conduct workshops on new and amended legislation, and track implementation thereof.
- Assist in maintaining awareness of regulatory developments and communicate relevant developments to the relevant forums.
- Assist in conducting adequacy and effectiveness assessments of controls in critical business areas and perform compliance reviews of high-risk Acts in line with the compliance coverage plan.
- Facilitate all regulatory engagements and provide support to engage with the regulatory and/or industry bodies on complex compliance queries, non-compliance issues, and fines and penalties.
- Ensure an effective implementation of Enterprise Risk Management process and tools for the Entity.
- Conduct risk assessments and identify risk mitigation measures.
- Analyse performance information and identify areas for improvement.
- Manage the reporting of Business Continuity, Ethics & Integrity management activities to the relevant governance structures
- Preparing and writing reports to various committees including the provision of secretariat support to the Company Secretariat where required.

Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998. Please forward your applications together with a detailed CV and certified copies of your qualifications, drivers' licence and Identity Document for the attention of The Executive Manager: Corporate & Legal, Ms Minenhle Mavuso email minenhle@enterpriseilembe.co.za

The closing date for submissions is **Friday 05 July 2024, 12h00**. Please note that applications received after the closing date will not be considered. If you do not hear from us within (4) weeks of closing date, please consider your application as unsuccessful.