



PUBLIC PROTECTOR
SOUTH AFRICA

Accountability • Integrity • Responsiveness

VACANCY

Risk Specialist

Location: Head Office, Pretoria
Reference: PPSA 01/09/2025
Remuneration: R468, 459.00 - R551, 823.00
per annum plus benefits

Role Overview:

The incumbent will report to the Senior Manager: Risk Assessment. The Risk Management Specialist is responsible to support business units with the identification, assessment, management, monitoring and reporting on risk, anti-fraud and corruption activities including business continuity management, across the organisation.

Qualifications and Experience

A Grade 12 Certificate. National Diploma/ Bachelor's Degree in Risk Management / Internal Audit/Finance. A minimum of 3-5 years post-qualification experience, of which 2 years must be at a supervisory level in Risk Management. A postgraduate qualification in Risk Management/ Internal Audit/Finance will be an added advantage. Registration with the Institute of Risk Management of South Africa (IRMSA), the Association of Certified Fraud Examiners (ACFE), Compliance Institute of South Africa (CISA), or other related professional bodies, will be an added advantage.

Competencies and Skills

Knowledge of Risk Management processes and techniques. Effective Communication Skills. Deadline driven and able to deliver high quality work under pressure. Ability to relate at all levels within the organisation. Conceptualising and coordination skills. Planning and organising skills. Good presentation and facilitation skills. Ethical conduct and high level of integrity, responsibility, confidentiality reliable and hardworking. Accuracy and pay attention to details.

Attributes

- Respect • Transparency • Accountability • Courtesy • Team player
- Integrity

Key responsibilities and Duties

Assist with the risk assessment and compilation of risk profiles

- Review and update the Risk Register
- Assist in conducting risk assessment interviews and assessment sessions at Head Office and Regions.
- Analyse the risks to identify the likelihood and the impact or magnitude of the effect of risk (risk matrix).

Assist with the development, implementation and maintenance of a risk management policy and strategy

- Assist to develop and implement a risk management policy and strategy.
- Ensure that all spheres in the institution adhere to and comply with the policy.

Provide administration support to the Risk Management Committee.

- Handle all logistical arrangements of Risk Management Committee meetings.
- Take minutes of the Risk Management Committee Meetings.
- Distribute minutes before meetings.

Risk assessment and reporting

- Develop, review, and monitor the implementation of risk management, business continuity, anti-fraud, and corruption prevention measures.
- Facilitate strategic and operational risk assessments.
- Conduct fraud risk assessment workshops.
- Compile and monitor strategic and operational risk registers.
- Draft risk management reports for MANCO, EXCO, Risk Management Committee and Audit Committee.
- Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level.
- Ensure dissemination of the risk management strategy and the associated plans to employees.
- Ensure regular communication on outstanding items on the risk registers and the risk management plan.
- Assist with the review of the Risk Management Framework, Policies and other guides.
- Provide secretariat services to the Risk Management Committee (RMC).
- Conduct awareness sessions to employees on Fraud Prevention, Risk Management and Business Continuity etc.
- Provide support to the head of the business unit and conduct ad-hoc administrative tasks as required.

Enquiries: Mr S Maredi @ tel (012) 366 7146

Note: All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be extended to 18 months. The successful candidates will be expected to sign the secrecy declaration form and performance agreement within 2 months of accepting the position.

All shortlisted candidates shall undergo compulsory technical accounting competency assessments and only candidates that pass the test shall be invited to the interviews.

All successful candidates will have to undergo security clearance and vetting, and psychometric assessments may be conducted prior to appointment.

The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 3 months, please consider your application to be unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV and 3 references and including certified copies of qualifications and ID document. The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability).

Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Office.

The T Recruitment (Pty) Ltd has been appointed for response handling for the above position. Applications quoting the relevant job title and reference number on the subject line must be submitted to the following email address: **applications@tttrecruitment.co.za**