



DIVISION: REGISTRAR

DEPARTMENT: GOVERNANCE & LEGAL
SERVICES

POST: INSTITUTIONAL RISK MANAGER

POST N°: 2221

PEROMNES GRADE: 07

JOB DESCRIPTION:

- Key Performance Areas include but not limited to:
- Developing risk management framework, strategy and protocol
- Implementing the framework, strategy and protocols
- Institutionalize and facilitate the embedding of risk management
- Monitoring and evaluating the effectiveness and efficiency of risk management
- Continual improvement of the risk management framework, strategy, protocols and processes
- Obtaining risk management mandate and commitment
- Contribute to the organizational Strategic Plan, Annual Performance Plan and Operational Plans
- Facilitation of the reporting of all other risk management activities in the area such as OHS, Fraud Risk Management, Research Ethics Risk, Organizational Ethics Risk, etc
- Participate in the development of the Combined Assurance Model and integrate the Combined Assurance tool into the management of risk for the University
- Participate and develop framework for Business Continuity Management.
- Development and review of ERM Policies, practice notes and procedures.

APPLICATION CRITERIA:

Qualification and Experience:

- Minimum NQF Level 8 qualification in Risk Management, Internal Auditing, or equivalent discipline, and
- 6 years of risk management experience (higher education sector will be an added advantage)
- Professional certifications such as Certified Risk Management Practitioner (CRM Prac), Certification in Risk Management Assurance (CRMA), Certified Internal Auditor (CIA) will be an added advantage
- Professional memberships or affiliations (e.g. Institute of Risk Management, The Ethics Institute of South Africa, the Business Continuity Institute, Institute of Internal Auditors, etc) are desirable and will be added advantage.

Skills and Competencies:

- Knowledge of the South African Higher Education landscape, laws and regulations

- Successful experience creating departmental priorities that align strategic direction of a department and the overall business objectives
- Excellent organizational and time management skills
- Excellent written, communication and interpersonal skills
- Ability to develop policies
- Ability to manage projects
- Strategic Leadership Skills
- Managerial Skills
- Problem Solving Skills
- Critical thinking and analytical

CLOSING DATE FOR APPLICATIONS: 13 DECEMBER 2023

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za <https://www.vut.ac.za/wp-content/uploads/2023/03/VUT-Application-for-Employment-form-Final-002.pdf>
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment1@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Business Partner: Ms Ntediseng Motaung, Tel 016 950 9160 / email address: ntediseng@vut.ac.za

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

