



DIVISION: OFFICE OF THE REGISTRAR

DEPARTMENT GOVERNANCE AND LEGAL  
SERVICES

POST: DIRECTOR-POLICY, RISK AND  
COMPLIANCE

POST NO: 2229  
PEROMNES GRADE: 05

**JOB DESCRIPTION:**

The incumbent will be required to: (KPA'S)

- Establish and implement risk policy, compliance policy and the relevant strategies and frameworks
- Establish and maintain a Policy Framework for the university and ensure maintenance of a policy landscape
- Ensure the monitoring of institutional risks
- Promote risk awareness and compliance
- The development and implementation of institutional policy frameworks, structure and systems
- Ensure institutional compliance to policy, legislation and regulatory environment within which the university operates
- High level advisory and support services to Council and other statutory and management structures
- Ensure compliance awareness and communication
- Monitoring of institutional practices and their alignment to policies, procedures and frameworks
- The establishment and implementation of a fraud prevention / management policy, strategy and frameworks
- Identify fraud risk areas based on practices and investigations
- Advise and report to management and Council and its relevant Committees
- Ensure adherence to the Promotion of Access to Information Act and other relevant legislation and guidelines
- Adhere to quality standards in all areas of the job as dictated by the various authorities
- Present a positive image of the University in all aspects of the job and maintain high levels of integrity
- Respond to requests by the various statutory and legislative bodies such as the DHET on all functional areas above
- Contribute to the positive transformation of the University
- Work with all line managers to ensure implementation, monitoring and evaluation of the functional areas above.

## APPLICATION CRITERIA:

### Qualification/Experience:

- A relevant Honours Degree (in governance, or policy, or risk, or compliance, or auditing, or higher education, or commerce); **and**
- Master's Degree in one of the following fields: governance, policy, risk management, compliance, auditing, law, or higher education, or related fields; **or** a Chartered Governance Institute of South Africa (CGIS) qualification.
- At least twelve (12) years' experience in the relevant field.
- Four to six (4-6) years' experience in a middle managerial capacity, especially in governance, and/or policy, and/or risk, and/or compliance, and/or auditing, and/or higher education and/or commerce of which at least three (03) should have been in a higher education institution.

### Skills:

- Understanding of Board/Council operations, general awareness of auditing skills, high level of attention to detail, good interpersonal skills, self-management and discipline, organizational skills and confidentiality.
- Sound knowledge of good corporate governance principles (e.g. King IV).
- Knowledge of the South African Higher Education landscape, laws and regulations.
- Knowledge and experience with managing governance frameworks (e.g. risk, policy and compliance).

**Candidates who previously applied are encouraged to re-apply.**

**CLOSING DATE FOR APPLICATIONS: 31 May 2024**

### Applications should include:

1. A fully completed prescribed application form which can be obtained from [www.vut.ac.za](http://www.vut.ac.za)
2. A detailed curriculum vita (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](mailto: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](mailto: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.

