



## SCI-BONO DISCOVERY CENTRE NPC

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | www.sci-bono.co.za  
C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

## SENIOR MANAGER: AUDIT, RISK AND COMPLIANCE

### FIXED TERM CONTRACT (5 YEARS)

#### JOB PURPOSE

To ensure the development of a rigorous risk management strategy and robust risk management framework. This role will also assist Sci-Bono to embed governance and risk management practices and leverage its benefits to enhance the institution's performance environment, foster compliance and heighten accountability.

#### PRINCIPAL ACCOUNTABILITIES

##### Policy and Strategy

- To design and oversee the company-wide risk management policy and strategy, aligning all risk management and associated internal control activities to support achieving business objectives.
- To facilitate the integration of risk management policy and strategy into all department's strategies and activities.
- To design and implement an overall risk management process for the organisation, which includes an analysis of the financial impact on the company when the risks occur.
- Develop and implement risk management frameworks and strategies and establish processes and systems to implement these frameworks.
- To oversee procurement of various services and products within the Company to ensure compliance and alignment with Company policies and procedures.
- To establish and quantify the Company's Risk Appetite and advise the Management.
- To maintain awareness of trends and developments in risk management that may be significant to the organisation and the NPC Industry.
- Establishing a sound compliance and corporate governance framework and ensuring that all business practices, processes, and activities follow appropriate regulations and internal procedures.
- Review current compliance policies and procedures to identify areas of improvement.
- Draft new and updated internal risk and compliance policies to match industry standards. Plan and manage interior audit reviews/projects of business (i.e., financial, operational, compliance)
- Includes planning of the audit approach and scope, preparation of an audit program, determination of the auditing procedures to be used, and identification specialists needed.
- Developing, implementing, and maintaining internal audit policies and procedures by local and international best practices and completing projects supporting compliance auditors.
- Ensure the audit plans speak to the risks identified in respective risk plans.

#### BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)  
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle  
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsohi (CEO)

### **Risk Identification and Assessment**

- Perform end-to-end risk identification, assessment, monitoring, quantification, treatment, and reporting processes and produce Risk reports highlighting areas of concern, opportunities and anything requiring further investigation.
- To minimise long-term and daily operational risks through assessments, evaluations and training.
- To maintain the independent challenge on risk and assurance issues by managing the risk function.
- Prepare risk management reports for top-level management based on internal reviews and advise the executives on risk mitigation measures and implementation of adequate compliance programs.
- To monitor and report to the Board and the Audit and Risk Committee on the total level of the Company's risk exposure.
- Continuously monitor and evaluate the overall risk profile across the risk spectrum for clients to provide a combined assurance view.
- Review regulations, accounting principles and new pronouncements to ensure they are incorporated into audit procedures and disseminated to the audit team.
- Source, manage, and update our risk management software.

### **Reporting and Stakeholder Engagement**

- To ensure appropriate information on risk and internal controls is provided to the stakeholders of the Company promptly to minimise/eliminate the adverse effects;
- Establish relationships with critical external bodies and stay up-to-date on the changes in industry requirements and all relevant regulations
- Conducting policy and compliance audits, including liaising with internal and external auditors.
- Develop and maintain relevant committee/s governing terms of reference /charters.

### **Management Responsibilities**

- To support senior management with any aspect of risk management and oversee key risk management training initiatives, including critical old management training and employee induction programmes.
- Conduct compliance risk assessment training workshop sessions to educate and update employees on the organisation's compliance policies, regulations, and processes.
- Conducting internal reviews and regular audits to ensure compliance procedures are followed across the organisation.
- Maintain elevated levels of knowledge on legislation applicable to the Non-Profit organisations and assist with identifying new legislation for implementation or changes to existing legislation.
- Provide audit information to management by researching and analysing data and preparing reports.
- Conducting environmental audits to ensure the company meets ecological requirements.
- Advising internal management and business partners on the implementation of compliance programs.
- Developing risk management strategies.
- Following up on compliance issues that require investigation.
- Evaluating compliance systems and ensuring adequate software is in place.
- Managing and reporting compliance breaches and exposures.
- Reviewing all new products, systems, or processes to ensure compliance.
- Maintaining records of compliance practices.

### **EDUCATION**

- An Honours Degree in Auditing/Finance/ Risk/ Commerce or equivalent relevant (NQF 8).
- Masters degree in risk or compliance (highly advantageous).
- A qualification in Legal & Compliance will be an added advantage.
- Accreditation with the International Compliance Association (highly advantageous).
- Registration with a professional body Member of Institute of Risk Management of South Africa and/or Compliance Institute of South Africa



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### EXPERIENCE

- A minimum of 8 years' experience in risk management, compliance management, and internal audit, governance or assurance environment at a Middle Management level.
- 8 years of professional performance auditing, analytical or similar work experience.

### KNOWLEDGE / SKILLS

- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office applications (including Outlook, Word, Excel, and PowerPoint)
- Display Business Analysis and Project Management skills.
- Display business and financial acumen (includes the ability to identify and manage risk).
- Knowledge of regulatory requirements
- Work under pressure and meet deadlines.
- Display strong knowledge of business processes and procedures.
- Commerciality and strong business acumen
- Effective time management
- A high-performing team player who remains accountable and contributes to a positive and cohesive team environment.
- Excellent, relevant, complete understanding of current and emerging risks and sound and structured report writing ability.
- Ability to be agile and adapt to changing environments, spot problems, and trace root causes to recommend solutions.
- Ability to develop innovative and creative solutions to problems/initiate more ingenious ways of working and improving processes.
- Good numerical skills to communicate and work with various stakeholders and role players concerning compliance management.
- Good communication and presentation skills to be able to communicate ideas and findings as well as to challenge management on compliance risks and mitigation. Good presentation skills for stakeholder reporting (management, committees, clients, etc.) and training of management and staff.
- Excellent interpersonal skills: proven ability to communicate effectively and work well with various individuals across varying cultures, ethnicities, orientations, and backgrounds.
- Strong problem-solving capabilities.
- Act in an ethical, transparent, and morally defensible manner, including highlighting unethical practices.
- Continuously drive own professional development and engage constructively with performance feedback.
- Handle stress in ways that do not negatively impact others.
- Continually share, debate and communicate learnings.
- Legal compliance, research skills, auditing, and statistical analysis.

***The Sci-Bono Discovery Centre is an equal opportunity employer, guided by the principles of Employment Equity. This appointment will be made in the context of the Employment Equity Plan.***

***Interested and qualified candidates are invited to email CV's to the: Human Resources Office – ATT: Human Resources Department [applications@tafadzwa.co.za](mailto:applications@tafadzwa.co.za) with Refence Number REC/NR\_20231120-03. Only CVs submitted with the correct reference number will be attended to.***

***The closing date for applications will be 29 November 2023 at 23:59pm. CAT.***

***Disclaimer: Communication will be entered into with short listed candidates only. Only candidates meeting the requirements need to apply. If you have not received a response from us within four (4) weeks from the closing date, then kindly consider your application unsuccessful.***

***NB. SCI-BONO ALSO RESERVES THE RIGHT TO WITHDRAW OR RE-ADVERTISE THE POSITION AT ANY TIME.***