

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: VP: STRATEGY, RISK & ADVISORY SERVICES EXECUTIVE DIRECTOR: RISK AND COMPLIANCE MANAGEMENT (P3) FIVE (5) YEAR FIXED TERM CONTRACT

(Ref: EDRISK&COMPL/SM/2018)

Unisa is the only publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open Distance and e-Learning (ODeL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Executive Director: Risk and Compliance Management.

Purpose of the job

The purpose of this position is to plan and provide strategic direction to the department and provision of support and assurance to the Portfolio, Management, Council, relevant Committees with regard to the governance of risk, compliance management and good governance in general, in accordance with relevant legislation and in alignment with Unisa 2016-2030 strategy and Open Distance and e-Learning (ODeL) Business Model. The incumbent also serves as the official Compliance Officer of Unisa.

Roles and responsibilities include:

- Leading and directing the development of the department's strategy and objectives in line with the Institution's strategy and in accordance with relevant legislation.
- Leading and guiding the identification and development of strategic objectives in support of the risk and compliance assurance model and the ethics governance paradigm of Unisa
- Providing strategic leadership regarding all operations of the department from an overall perspective, which include:
 - The effective provisioning of Risk Management services within the Institution
 - The effective provisioning of reasonable assurance regarding the achievement of effectiveness and efficiency of operations, reliability of financial reporting and compliance with applicable laws and regulations
 - The effective facilitation of the implementation of Business Continuity and Sustainability services to ensure achievement of sustainable, balanced, integrated economic, social and environmental performance by the Institution
 - The definition, promotion and facilitation of the implementation of Code of Ethics with clear principles and standards that guide the day-to-day operations, staff and stakeholders in accordance with established corporate values
- Providing strategic guidance and advice to the University on Unisa's Risk, Compliance, Business Continuity and Sustainability Risk and Compliance Management best practice including organisational and legislative implications
- Providing assurance to the relevant Committees and Governance Structures on the implementation of Risk, Compliance, Business Continuity and Sustainability Risk
- Providing leadership regarding the compilation and management of the budget for the department
- Overseeing and monitoring the department's expenditure within budgeted parameters and report on variances periodically
- Directing and overseeing the funding of operations and budgeted activities within the department
- Overseeing and monitoring the maintenance of accurate financial records of all contracts, as well as the apportionment and expenditure of such funds

- Leading, mentoring and empowering employees and change within the department to promote high performance, optimal working environment, improving staff morale and cost effective operations.
- Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and Unisa 2016-2030 Strategy.
- Embedding sustainability through a green Institution-wide culture.
- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
- Promoting sound institutional governance principles through effective planning, maintenance of operations and service standards, management of compliance and risk and participating in Institutional governance structures.
- Compiling reports on the department's performance at the required intervals reflecting all relevant statistics.
- Assuring good governance of risk and compliance management applicable to the Institution
- Designing and implementing robust controls to ensure good governance or risk and compliance and the reporting thereof.

Requirements

- Minimum of Master's Degree PLUS registration with relevant professional body
- Minimum 10 years of relevant work experience with at least 5 years in a relevant management role

Skills & Competencies

- General management (including knowledge of applicable policies and procedures)
- Risk management and auditing
- King IV Report on corporate governance
- Knowledge of relevant legislation
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions
- Compliance Management
- Project Management and Change Management
- Leading and Supervising
- Strategic thinking
- Achievement Focused
- Innovation and creativity
- Rule orientation and Problem Solving
- Analysis
- Resilience / perseverance / stress management
- Conflict Management

Assumption of duty	:	As soon as possible
Salary	:	Remuneration is commensurate with the seniority of the Position
Closing Date	:	16 March 2018
Enquiries	:	Ms SL Mbanjwa – 012 429 6072 Mr RG Masingi – 012 429 4606

- Interested applicants should send a cover letter motivating the extent to which they meet the requirements of the position;
- A Curriculum Vitae and certified copies of academic qualifications;

- The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be employed a contactable reference from your previous employer must be provided;
- Further documentation will be requested from shortlisted candidates;
- The detailed advertisement can be found on the Unisa website (www.unisa.ac.za);
- Application can be forwarded by email to: Mbanjsl@unisa.ac.za or masingr@unisa.ac.za
- Unisa is not obliged to fill an advertised position;
- Late, incomplete and incorrect applications will not be considered;
- We welcome applications from persons with disabilities;
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*