

UNIVERSITY OF SOUTH AFRICA
PORTFOLIO: STRATEGY, RISK AND ADVISORY SERVICES
DEPARTMENT: RISK AND COMPLIANCE
POSITION: DIRECTOR: COMPLIANCE (P4)
(5-YEAR FIXED-TERM CONTRACT)
(Ref: DIR: C/SR&AS/GRM/2019)

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 e-Learning (ODEL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: Compliance**.

The purpose of the position is to plan and direct the directorate and provision of support and assurance to Management and relevant Committees with regard to the governance of risk and good governance in general, in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODEL) 2016 – 2030 strategy

KEY DUTIES/RESPONSIBILITIES

1. Strategic Direction and Alignment

- Providing input in the development of the institutional strategy and communicating accordingly
- Directing the development of the directorate's strategy and objectives in line with the departmental 's strategy and in accordance with relevant legislation
- Developing operational plan and KPI's support of the departmental strategy in support of the department's overall vision and strategy
- Developing and reviewing of policies, processes, practices, procedures and systems
- Development of the directorate's annual performance reviews as is required by the Institution
- Providing strategic direction in the directorate's area(s) of specialisation
- Analysing international and national risk management trends and conceptualise risk strategies that suit Unisa's requirements
- Development of strategic objectives in support of the risk and assurance model of Unisa
- Executing directorate's operational plan and procedures to support ODeL 2016 – 2030 Strategy
- Interpreting policies to lower levels and ensuring alignment with Directorate's operational plan
- Directing and developing corporate compliance monitoring plans and schedules

2. Operational Leadership and Execution

Providing leadership regarding all operations of the department from an overall perspective, which include:

- The effective provisioning of Risk Management services within the Institution
- 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, Risk Appetite and Tolerance, Combined Assurance model, integrated economic, social and developmental 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-by-day operations, staff and stakeholders in accordance with established corporate values
 - Leading and overseeing the development and implementation of integrated framework, measures and Institution-wide end-to-end Risk Management value chain programmes and practices for the second line of defence functions, in accordance with relevant legislation
 - Providing leadership and guidance on the on Unisa's Risk, Business Continuity and Risk Management best practice including organisational and legislative implications
 - Providing assurance to the relevant to the relevant Committees and Governance Structures on the implementation of Risk, Business Continuity, and Risk Appetite application model
 - Overseeing the development and testing of disaster recovery plans and ensure proactiveness of the institution in identifying and responding to emerging, potential and actual risks
 - Driving the implementation of plans, policies, processes, practices, procedures and systems and ensuring sustainability of business
 - Ensuring that operation meets all goals, targets and timelines and creates value for the business and ensuring credibility
 - Managing the strategic relationships and networks with internal and external stakeholders
 - Forecasting
 - Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
 - Fostering the relationships and networks with internal and external stakeholders
 - Coordinating the activities within the Directorate
 - Promoting intergroup collaboration
- 3. Forecasting, Budgeting and Financial Management**
- Managing the directorate's resources efficiently, effectively, economically and in accordance with relevant principles and policies of Unisa
 - Compiling and managing the directorate's budget in line with the departmental budget
 - Directing and monitoring the directorate's expenditure within budgeted parameters and reporting on variances periodically
 - Managing the process of allocation of financial resources within the Directorate
 - Managing the function's resources sustainably in accordance with financial principles
 - Authorising the procurement of relevant services, equipment and materials
 - Safeguarding the assets allocated to the Directorate
- 4. People Management**
- Ensuring and monitoring that all staff in the directorate are oriented to the organisation, trained, skilled, retained and that their expertise is optimally applied
 - Ensuring a high-performance culture in the directorate through taking accountability for an effective and well-articulated performance management process
 - Ensuring the implementation of training and development programmes for staff, including personal development plans (PDPs)
 - Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
 - Directing implementation of the human resources policies, procedures and practices
 - Building a robust, effective talent and leadership pipeline, succession and HR capacity
- 5. Governance and Reporting**
- Monitoring and reporting on progress against operational initiative
 - Monitoring and reporting on legislative and statutory compliance
 - Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)
 - Ensuring the development and implementation of policies and procedures
 - Compiling regular reports to Council, its committees and other relevant structures
 - Participating in the annual performance review

- Identifying risks relating to the field of responsibility, develop and implement mitigating strategies
- Documenting and reporting on directorate specific matters
- Ensuring proper record keeping of all aspects within field of responsibility

Behavioural Competencies	Technical Competencies
Leading and deciding	Technology Savvy
Creating and conceptualising	Corporate governance
Adapting and coping	Department of Higher Education and Training (DHET) regulations and other relevant legislation
Supporting and co-operation	Management principles, methodologies and tools
Interacting and presenting	Problem solving and root cause identification skills
Enterprising and performing	Acute business acumen and undertaking of organisational issues and challenges
Organising and executing	Project management approaches, tools and phases of the of the project lifestyle
Analysing and implementing	Policy development and implementation
	Risk management
Personal Attributes	
Honesty	Maintains a required level of confidentiality
Work ethics	Assertiveness
Flexibility	Creativity
Vision & Strategic Thinking	Reliability
Global Perspective	Pro-activeness
Determine & persistence	Empathy
Ability to work in harmony with co-workers	Resilience
Eager & willing to add to their knowledge base and skills	Accountability
Loyalty	Credibility
Positive attitude	
Trustworthy	
Forward Thinking	
Analytical Thinking	
Organizational Awareness	

Qualifications

- Minimum of **Honours Degree/Postgraduate/Professional Bachelor's Degree** and registration with relevant professional body where applicable

Experience

- Minimum of **10 years** of relevant work experience within at least **5 years** in a management role

Assumption of duty: As soon as possible

Salary : Remuneration is commensurate with the seniority of the of the position
Closing Date : 19 October 2019
Enquiries : Ms P Bana - 012 429 3572 or Ms Al Mavhungu- 012 429 3048

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- All educational qualifications;
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.
- Successful

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website <https://www.unisa.ac.za/vacancies>

Application can be forwarded by email to: banapp@unisa.ac.za

Unisa is not obliged to fill an advertised position.

Recommended candidates might be required to undergo a competency assessment

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.