

UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: STRATEGY, RISK AND COMPLIANCE
DEPARTMENT: RISK AND COMPLIANCE MANAGEMENT**

**POSITION: EXECUTIVE DIRECTOR: RISK AND COMPLIANCE MANAGEMENT (P3)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: ED:R&CM/SR&C/R&CM/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 and Distance Learning (ODL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Executive Director: Risk and Compliance Management**.

The purpose of the position is plan and provide strategic direction to the department and provision of support and assurance to Council, Management and relevant Committees with regard to the governance of risk, ethics compliance management 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

Strategic Direction, Planning and Alignment

- Providing input in the development of the institutional strategy and communicating accordingly
- 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
- Overseeing and guiding the development of the department's operational plans and KPI's in support of the function and the institutions overall vision and strategy
- Initiating the development and reviewing of policies, processes, practices, procedures and systems
- Providing strategic leadership to the development of the department's annual performance reviews as is required by the Department of Higher Education Training (DHET)
- Providing strategic direction in the department's area(s) of specialisation
- Analysing international and national risk governance and compliance management trends and conceptualise risk and compliance service strategies that suit Unisa's requirements
- 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

Operational Leadership and process Management

- 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
 - 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 Sustainable, balanced, 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 strategic guidance and advise to the University on Unisa's Risk, Compliance, Ethics, Business Continuity and Sustainability Risk and Compliance 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, Compliance Ethics, Business Continuity and Sustainability Risk
- Overseeing the development and testing of disaster recovery plans and ensure pro-activeness of the institution in identifying and responding to emerging, potential and actual risks
- Embedding financial sustainability through a green Institution-wide culture
- 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 creatives value for the business and ensuring credibility
- Managing the strategic relationships and networks with internal and external stakeholders

Forecasting, Budgeting and Financial Management

- Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting process
- 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

People management

- 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 ODeL 2016 – 2030 Strategy
- Embedding sustainability through a green Institution-wide culture
- Driving a high performance culture by taking accountability g=for an effective and well-articulated performance management process
- Monitoring the resourcing of the department through recruitment and filling of positions
- Ensuring and monitoring that all staff in the department are trained, skilled, retained and that their expertise is optionally applied
- Fostering an organisational culture and climate that is ethics and value driven
- Providing strategic guidance in the implementation of the human resources policies, procedures and practices
- Builds a robust, effective leadership pipeline, succession and capacity

Governance and Reporting

- Monitoring and reporting on progress against functional strategic initiatives
- 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 services 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 risks, ethics and compliance management applicable to the Institution
- Designing and implementing robust controls to ensure good governance or risk, ethics and compliance and the reporting thereof

Requirements and Experience

- Minimum of Master's Degree PLUS membership of relevant professional body in the risk management services or compliance management service
- Minimum 10 years of relevant work experience in in risk and compliance with at least 5 years in a relevant management role

Competencies/capabilities

Behavioural competencies

- Change Leadership/Management
- Leading and Supervising
- Political Savvy
- Strategic thinking
- Stakeholder Management
- Communicating (Oral and Written)
- Collaboration and Team work
- Achievement and Focused
- Innovation and creativity
- Rule orientation
- Problem solving
- Analysis
- Resilience/perseverance/stress management
- Conflict management

Technical competencies

Knowledge, skills and abilities required for the successful accomplishment of the job, which include:

- General management (including knowledge of applicable policies and procedures)
- Risk management and auditing
- King IV Report on corporate legislation
- 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
- Sustainability
- Organisational culture and leadership
- Project management
- Change management
- MS Office applications

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the Position.

Closing Date : **22 March 2019**

Enquiries : **Mr Godwin Murerwa at +27 11 - 764 1052**

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

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

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: godwin@skillplace.co.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.