JOB PROFILE

1. Position Detail

Job Title	Enterprise Risk Management Specialist
Job Grade	
Date Reviewed	05 March 2025
Location	Auckland Park, Johannesburg

Position in the Organisation:

Department	Corporate Services
1st Line Manager	Manager: Legal and Risk (Administrative Reporting) Audit and Risk Committee (Functional Reporting)
2nd Line Manager	Executive Manager: Corporate Services
Direct Subordinate(s)	None

Overall Purpose of the Job

Purpose Statement
To effectively manage the risk frameworks within the MDDA so that risks are identified, assessed and managed in the context of achieving the Agency's' objectives and meeting legal, regulatory, contractual and policy requirements.

Education (Formal Qualification Required)

Minimum
NQF Level 7 Qualification in Risk Management or relevant
Advantageous
NQF Level 8 Qualification in Risk Management or relevant

Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's License

Experience (Experience Required - Number of years)

Minimum
5 years of experience in risk management or related field such as auditing compliance, fraud management, etc.
Advantageous

2. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
Operational Planning & Implementation	- Contribute towards the development of the departmental strategy and annual performance plan - Develop the annual operating plan for Risk Management, in consultation with the line manager, and manage the implementation therein - Keep abreast of the applicable legislation and regulations to ensure compliance and support decision making - Report and provide feedback to the line manager on the performance of the unit	10%
Risk Management	- Develop and maintain the enterprise risk management framework to identify, measure and mitigate all MDDA risks - Continually assess and review the enterprise risk control framework - Conduct gap-analysis to provide input towards the development and maintenance of risk management policies, strategies, and frameworks - Identify enterprise-wide risk exposures and ensure these exposures are quantified, documented and communicated - Coordinate and facilitate risk assessments to assess the degree of risk inherent to business activities, procedure and guidelines - Develop and implement the Business Continuity Management (BCM) Programme (i.e. BCM Policy, BCM Framework, Business Impact Assessment, Business Continuity Risk Identification and Assessment, Business Continuity Management Plans) - Coordinate business Impact Analysis review for all departments - Develop and maintain risk registers and undertake a regular risk-focused review of all operational risks resulting from inadequate or failed internal processes, people and systems or regulatory requirements - Conduct quarterly monitoring of identified risks, risk mitigation plans and update risk registers accordingly - Participate and provide risk support on prioritised projects to identify and escalate project risks (i.e. project risk register) - Develop and maintain standards and practices relating to risk governance and effectively implement them throughout the MDDA - Develop Agency Risk Appetite, Policy Governance and Managerial Governance Framework - Support the maintenance of risk related Mandates and Charters and ensure their ongoing relevance - Coordinate and facilitate training, education and awareness campaigns to promote a risk-aware and compliance culture within the MDDA - Conduct research and benchmarking, and recommend leading practice around risk management and risk governance to ensure sustainability of risk management interventions - Provide administrative and risk governance support for the Audit & Risk Sub-Committee of the Board and the Risk Management Committee and related subcommittees - Maintain the updated risk software with current strategic and operational risks; and create, maintain and regularly update risk registers onto the risk system	35%
Risk Reporting	- Compile monthly and quarterly risk reports for submission to the line manager for approval for submission to Exco - Compile monthly and quarterly risk reports for submission to the line manager for approval for submission to the Audit & Risk Sub-committee - Prepare risk reports, as and when required, for the various committees - Monitor and report to the various departments on their risk status - Assess the adequacy of the risk management reviews from the reports, and monitor compliance with and the implementation of the risk management initiatives	25%
Stakeholder Relationship Management	- Manage sound working relationship with key external stakeholders i.e. legislators, regulatory authorities, media and other relevant stakeholders - Provide expert advice to Executive Management on risk mitigation matters	10%

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
Fraud Prevention Management	• Develop and implement the Fraud Prevention Strategy in line with MDDA strategic objectives • Develop and implement the annual Fraud Prevention Plan, policies and procedures • Coordinate and facilitate training, education and awareness campaigns on fraud prevention • Maintain the Donations and Gifts Register • Coordinate and interrogate the annual declaration of interest process	10%
Budget Management	• Prepare the annual budget for the area of responsibility in accordance with financial policy and procedures • Monitor expenditure against approved budget, providing variance analysis and monthly reporting • Plan for procurement in compliance with supply chain prescripts • Authorise expenses aligned to the approved budget, as per Delegation of Authority • Manage unit assets in compliance with the supply chain policy	10%

3. Competencies (Knowledge, Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
Applicable legislation and regulations	Leadership	Analytical
Risk management governance and controls	Problem solving	Attention to detail
Risk management system	Communication	Ethical
Risk assessment methodologies within regulatory bodies and the media industry	Time management	Deadline driven
ERM process including BCM and Ethics	Planning	Integrity
Financial and accounting principles	Reporting	Initiative
Project management	Relationship management	

4. Special Requirements

Detail
Will be required to travel