

SENIOR ADMINISTRATOR RISK AND COMPLIANCE

**Salary: (T11/C3) R28 970.97
per month (Basic Excluding
benefits)**

JOB PURPOSE

- Coordinate, develop and implement overall risk, audit and compliance (RAC) support services, the RAC Department performance Plan and the RAC Forum, incorporating administrative, reporting, human resources and financial practices, thereby ensuring compliance with all applicable laws and regulations, including the Local Government Acts.

DUTIES AND RESPONSIBILITIES

- Develop, plan and drive an overall RAC administration strategy.
- Manage and Maintain strategic relationships pertinent to the department.
- Communicate a quality strategic context that is informed best practice, fostering an environment of continuous learning, improvement and integration.
- Take charge of RAC tools and recommend improvement of existing tools
- Manage the RAC Research and Development capability
- Enable the Identification, assessment and management of RAC practices and processes as determined by stakeholders and legislative requirements.
- Ensure a common approach to and mechanism for dealing with RAC issues, enabling regular dialogue with stakeholder that promotes problem resolution.
- To support and implement good governance in the best interests of the MOE and maintaining the confidentiality of information
- Manage administrative functions, ensuring effective identification of need, requirements, measurements, reporting and communication.
- Manage Risk Management Information System (MIS) as well as administrative functions and compile detailed compliance reports.
- Prepare and deliver detailed monthly, quarterly and annual reports as per set standards and requirements, legislation and regulations.
- Ensure implementation, integration and continuity of Human Resources practices, processes and standards.
- Prepare the RAC reports to various Governance structures.

Accession
08 MAY 2024



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DUTIES AND RESPONSIBILITIES

- Provide comprehensive and professional secretariat services and administrative support to the RAC Forum, RAC Forum Terms of Reference, annual meeting calendar, work plan and agenda, preparation of meeting minutes and resolutions, and distributions of meeting packs.
- Manage all RAC related-correspondences between the department and other governance structures.
- Oversee the preparation of monthly and annual budgets and financial reports in accordance with statutory requirements and presentation to Council.
- To implement operational financial management requirements and adhere to the related framework and policies
- Perform miscellaneous job related duties as assigned

QUALIFICATIONS

- National Diploma in Commerce, Administration, Public Admin or Business Management or relevant NQF 6 equivalent qualification
- 8 years' relevant governance, compliance risk management experience of which at least 4 years' must have been at Management level

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to: SeniorRiskAdmin@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected. **NO APPLICATION FORMS MUST BE COMPLETED**

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups are encouraged to apply.

The closing date is 21st May 2024 at 12:00 pm.

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08 MAY 2024