



The Financial and Fiscal Commission (FFC) exists to provide proactive, expert and independent advice to promote the Intergovernmental Fiscal Relations (IGFR) System in South Africa, through empirical policy analysis and to ensure the realisation of our Constitutional values. The vision is to provide influential advice to promote an equitable, efficient and sustainable Intergovernmental Fiscal Relations system.

COMPLIANCE AND RISK OFFICER (12 MONTHS CONTRACT)

Ref: 006/2022

Salary Range – R 744 255.00 – R 876 705.00 pa (All-inclusive package)

Financial and Fiscal Commission (FFC) is seeking to appoint a self-motivated and goal driven individual with high levels of analytical and monitoring skills for **Compliance and Risk Officer** position to ensure the promotion of compliance culture within the FFC on a **twelve (12) months fixed-term contract, with a possibility of contract extension.**

1. THE PURPOSE OF THE POSITION

This position is responsible to ensure that the FFC complies with all relevant statutory requirements relating to the Public Finance Management Act (PFMA) and other relevant legislative prescripts, and also to help the organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of system of internal controls, and risk management.

2. LOCATION: CAPE TOWN OFFICE

3. MINIMUM REQUIREMENTS

- At least a bachelor's degree in Commerce or Law
- Additional governance qualification/certification with an excellent working knowledge of the PFMA, the Commission's Act and enterprise risk management practices an advantage.
- At least 5 years' experience in a governance, risk & compliance environment.
- Experience in conducting internal investigations.
- Practical, public sector experience an advantage.
- Knowledge and practice of analysing the operations to ensure adherence to the rules and procedures supporting the organisation's goals and objectives.

- Ability to remain current with best practice and legislation and related business operational processes to enable analyses and review of a variety of risk and compliance areas.
- Understanding of internal controls and compliance concepts, frameworks and methodologies to implement compliance.
- Risk analysis and control assessments techniques.
- Understanding of Risk Management guidelines
- Management and reporting of Risk and Compliance Report.
- Strong IT skills.
- Well-developed problem solving and analysis skills.
- Planning and organising and follow up skills
- Attention to Detail
- Strong communication, presentation, and people management skills.

4. KEY RESPONSIBILITIES

The key outputs of Compliance and Risk Officer are but not limited to:

- Design, develop and implement compliance frameworks.
- Develop a comprehensive compliance programme that is integrated with the Commission's strategic planning process.
- Identify, assess and prioritise all the applicable regulatory requirements the Commission is required to comply with.
- Identify and analyse company's regulatory risk universe
- Develop the compliance risk identification matrix of the Commission to understand the business and all applicable legislation.
- Develop the compliance risk prioritisation index to categorise and prioritize and classify the applicable legislation to the Commission.
- Build and maintain effective regulator and stakeholder relationships.
- Ensure the maintenance of efficient and effective controls and achieving the objectives of the FFC by evaluating the FFC's controls/objectives, to determine their effectiveness and efficiency through the compliance framework.
- Monitor, communicate and enforce compliance with all policies and procedures of the Commission.

- Review, collect information and compile compliance reports to the accounting officer and audit committee, compile progress reports against compliance universe, quarterly and annual reports.
- Monitor the policy and legislative framework to ensure that cognisance is taken of new developments.
- Develop and maintain compliance methodologies policies and procedures.
- Provide advice and guidance to role players on the requirements and implementation of compliance and risk policies and procedures.
- Support the Audit and Risk Committee (where applicable);
- Monitor and report on the implementation of interventions identified as outcomes of audits.
- Identify the key compliance and risk areas of internal control deficiencies and devise mitigating operational mechanisms for the FFC.
- Develop the annual compliance report and universe
- Ensure compliance by contract management and supply chain management with finance.
- Actively participate in relevant structures inside and outside the FFC.
- Research, design and implement process and procedures according to the relevant legislative, standards changes and policy frameworks continuously.

Applications: Interested applicants must submit a covering letter using the advert reference number, indicating how they will fulfil the above responsibilities, together with a comprehensive Curriculum Vitae to the e-mailed recruitment@ffc.co.za

Closing date: 18 July 2022. No late applications will be accepted.

Enquiries can be directed to: Human Resources at 010 745 2217.

Qualifications and other checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have any foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Only shortlisted candidates will be required to submit certified proof of qualifications, and a copy of ID.

The FFC is an equal opportunity, affirmative action employer and reserves the right not to make an appointment. Women and people with disabilities are invited to apply.

Should you not receive any correspondence / communication from the FFC one month after the closing date, please consider your application as unsuccessful.