DIVISION/FACULTY: Office of the Registrar	DEPARTMENT: Governance and Legal Services
POST: Director: Policy, Risk and Compliance (5 Years Performance Based Contract)	POST No: 2229 PEROMNES GRADE: 05

JOB DESCRIPTION:

The incumbent will be required to: (KPA'S)

- Establish and implement risk policy, compliance policy and the relevant strategies and frameworks
- Establish and maintain a Policy Framework for the university and ensure maintenance of a policy landscape
- Ensure the monitoring of institutional risks
- Promote risk awareness and compliance
- The development and implementation of institutional policy frameworks, structure and systems
- Ensure institutional compliance to policy, legislation and regulatory environment within which the university operates
- High level advisory and support services to Council and other statutory and management structures
- Ensure compliance awareness and communication
- Monitoring of institutional practices and their alignment to policies, procedures and frameworks
- The establishment and implementation of a fraud prevention / management policy, strategy and frameworks
- Identify fraud risk areas based on practices and investigations
- Advise and report to management and Council and its relevant Committees
- Ensure adherence to the Promotion of Access to Information Act and other relevant legislation and guidelines
- Adhere to quality standards in all areas of the job as dictated by the various authorities
- Present a positive image of the University in all aspects of the job and maintain high levels of integrity
- Respond to requests by the various statutory and legislative bodies such as the DHET on all functional areas above
- Contribute to the positive transformation of the University
- Work with all line managers to ensure implementation, monitoring and evaluation of the functional areas above

APPLICATION CRITERIA:

Qualification and Experience:

- A relevant Honours Degree (in governance, or policy, or risk, or compliance, or auditing, or higher education, or commerce); **and**
- Master's Degree in one of the following fields: governance, policy, risk management, compliance, auditing, law, or higher education, or related fields; **or** a Chartered Governance Institute of South Africa (CGIS) qualification.
- At least twelve (12) years' experience in the relevant field.
- Four to six (4-6) years' experience in a middle managerial capacity, especially in governance, and/or policy, and/or risk, and/or compliance, and/or auditing, and/or higher education and/or commerce of which at least three (3) should have been in a higher education institution

Skills and Competencies:

- Understanding of Board/Council operations, general awareness of auditing skills, high level of attention to detail, good interpersonal skills, self-management and discipline, organizational skills and confidentiality.
- Sound knowledge of good corporate governance principles (e.g. King IV).
- Knowledge of the South African Higher Education landscape, laws and regulations.
- Knowledge and experience with managing governance frameworks (e.g. risk, policy and compliance).

Closing date for applications: **12 July 2022**

Submit CV via email to recruitment1@vut.ac.za

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. <u>Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply.</u> If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

POSITIVE ABOUT PEOPLE WITH DISABILITIES