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**Safety and Security Sector Education and Training Authority (SASSETA) is a public entity, established in terms of Section 9(1) of the Skills Development Act of 1998, as amended.**

**The following contract position expiring on 31 March 2025 exists in the organisation:**

**GOVERNANCE, RISK AND COMPLIANCE (GRC) PRACTITIONER**

**ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC): R500 645 – R589 725**

***Reporting directly to the Governance, Risk and Compliance Manager, the incumbent shall be responsible for:***

- assisting the Governance, Risk and Compliance (GRC) Manager with the submission of risk related information on the Governance Charter and evidence to DHET as required;
- assisting with the preparation of the Quarterly reports on the GRC target for the APP to DHET;
- assisting with the preparation of the Quarterly reports on Strategic risk register to National Treasury;
- assisting with the preparation of Quarterly reports on the compliance framework to National Treasury;
- preparing evidence file for the submission of annual risk maturity assessment;
- supporting the GRC office on submissions to the Board and/or sub-committees;
- attending and participating in internal Committee meetings as required;
- collecting information from Committee secretaries on quarterly meetings conducted;
- assisting with the provision of information to the Risk Management Committee (RMC) and the Audit and Risk Committee (ARC) as required;
- assisting with the formulation and review of GRC policies for ARC's recommendation;
- updating SASSETA policy list periodically;
- developing and monitor the Organisational Compliance Calendar periodically;
- preparing the compliance report to the Risk Management Committee;
- coordinating internal and external audit process;
- coordinating and arrange Audit Steering Committee meetings as and when required;
- facilitating engagement letter sessions between Internal Audit and Business units when required;
- facilitating meetings between AGSA and Internal Audit when required;
- consolidating and update risk registers on a quarterly basis;
- facilitating SASSETA staff training sessions on risk management;
- scheduling risk assessment and fraud awareness workshops;
- supporting implementation of Risk Management Plan and Fraud Prevention Plan; and
- performing any other duty(ies) that may be delegated by the Manager from time to time.

**JOB REQUIREMENTS**

- A minimum of NQF level 6 qualification or equivalent with exposure on any of the following areas, Risk Management, Compliance, Internal Audit, Financial Management and Financial Accounting is required;

- A minimum of 3 years' experience in any of the following areas: Internal Audit, Risk and Compliance Management and Corporate Governance or similar experience is required;
- A good understanding of the governance and compliance requirements of the SETAs is required;
- Previous experience in working with the diverse stakeholders of the SETAs is required;
- Sound experience in coordination of activities is required;
- A minimum of 2 years supervisory experience is preferred; and
- Must be computer literate at an intermediate level.

## **COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED**

- Knowledge of PFMA, Treasury Regulations, and other relevant legislation;
- Knowledge of administrative processes and systems;
- Risk Mitigating and Management skills;
- Planning and Organising skills;
- Systems and process thinking skills;
- Must be a Team Player;
- Must be service oriented;
- Time management skills;
- Stakeholder engagement skills;
- Ability to monitor policies, procedures and guidelines;
- Good analytical skills;
- Report writing skills;
- Good interpersonal skills; and
- Problem solving skills.

**Place of work:** SASSETA Head Office, Waterfall Corporate Campus, 74 Waterfall Drive, MIDRAND, 2090.

Submit your application, together with **certified copies of all your qualifications (from Matric / Grade 12 to the highest held tertiary qualification) including ID Copy** using **one** of the following options:

- **Email:** [recruitment@sasseta.org.za](mailto:recruitment@sasseta.org.za)
- **Post to:** P.O. Box 7612, Halfway House, 1685
- **Hand Delivery:** Place of work appearing above

For full details of the vacancy, please visit the SASSETA website: [www.sasseta.org.za](http://www.sasseta.org.za)

**Closing Date for Applications:** 20 September 2021

The successful candidate will be subjected to security clearance and will be expected to sign employment contract and performance contract.

Candidates from “*designated groups*” are encouraged to apply.

Only shortlisted candidates will be contacted. Should you not hear from us after four weeks from the closing date, assume that your application was unsuccessful.

**PLEASE NOTE:** Applications from unsuccessful candidates will not be retained.

**NB: SASSETA reserves the right not to make an appointment.**