

Risk and Compliance Manager

Total Cost to Company: from US dollar (\$)5079 – US dollar (\$)6465 per month

Location: Centurion, Gauteng, South Africa

Contract: 3 years (renewable)

Time Commitment: Full-time

ABOUT US

The Collaborative Africa Budget Reform Initiative (CABRI) is an intergovernmental organisation that serves as a platform for peer learning and exchange for the African ministries of finance, budget and planning – in order that they may improve their country practices and results. Our Public Finance expertise areas include: (i) achieving value for money in public spending; (ii) budget transparency for greater accountability and participation; and (iii) sustainable public debt management. Over the past decade, CABRI has undertaken extensive work across Africa in sectors such as education, agriculture, health, extractives, infrastructure, and water, sanitation and hygiene.

We would like to recruit a **Risk and Compliance Manager in the Office of the Executive Secretary of CABRI** for management and execution of the compliance, risk management (including all legal and internal audit requirements) and monitoring and evaluation functions (aligned to the Strategic Plan of the organisation) in line with CABRI's organisational policies, procedures, rules and processes. In addition, the role will also be responsible for office management of the division and to provide administrative assistance to the Executive Secretary.

RESPONSIBILITIES

1. CABRI compliance to appropriate policies, procedures, rules and processes:

- Ensure that CABRI functions in a legal and ethical manner while meeting its organisational goals
- Map the CABRI compliance universe
- Analyse the organisational compliance status and develop compliance interventions
- Monitor (including through spot-checks) and report on compliance interventions
- Review organisational policies, policies, rules and procedures to ensure compliance alignment with legislative prescripts and advise management on possible risks

2. Organisational risk management:

- Provide functional expertise to establish the organisation's risk identification and assessment processes (legal, operational and external etc) using a risk register and risk assessment tools
- Identify risks and implement measures to avoid or address risks
- Utilize detailed knowledge to ensure that risk management approaches are fit for purpose and fully embedded and operationalised within the organisation
- Implement controls to protect the organisation from identified risks
- Track the progress of risk actions (including through spot-checks) so the divisional head can provide appropriate annual assurance on risks
- Monitor and report on the effectiveness of controls in the management of the risk exposure



3. Organisational monitoring and evaluation:

- Develop CABRI M&E tools covering the organisational, divisional and individual M&E indicators
- Develop and implement monitoring and evaluation strategies that will ensure accurate and timely information and feedback to internal and external stakeholders
- Plan and conduct data quality assurance and monitoring activities and reports
- Monitor to ensure that the organisational programme outcomes are achieving desired strategic goals on a quarterly basis, or as requested

4. Office Management of the Office of the Executive Secretary:

- Management of submissions into and out of the Office of the Executive Secretary
- Management of operational requirements in liaison with the direct reports to the Executive Secretary
- General Administrative and Logistical assistance, as required

5. Management of external service provider contracts for Internal Audit and Legal Services:

- In collaboration with the Executive Secretary, and in line with the Risk and Compliance status in CABRI

REQUIREMENTS

- A post-graduate degree in Corporate Governance and Administration, Accounting, Law, Business administration or other related field. A qualification (certificate or diploma) in Risk Management or Compliance will be advantageous
- A minimum 5 years' experience in a role with a similar level of responsibilities
- High level of ethics
- Excellent verbal communication
- Report writing
- Presentation skills
- Demonstrated ability to ensure adherence to policies and practices among various programmes/functional units and staff at all levels
- Relationship management
- Successful multi-disciplinary experience, including working across an organisation or with a partner organisation to deliver significant operational change and delivering results to high standards

APPLICATIONS

Interested candidates must submit their applications to the CABRI Secretariat: HR@cabri-sbo.org.

Applications for the position close on 27 November 2023.

Should you not hear from us within four weeks of the closing date, please consider your application unsuccessful.