



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

VACANCY ANNOUNCEMENT

The Southern Africa Development Community Secretariat (SADC) is seeking to recruit highly motivated and experienced professionals who are citizens of Member States of the SADC to fill the following regional positions to its Organization Structure.

1. Senior Officer - Risk Management – Job Grade 4

Purpose of the Job

The Senior Risk Officer is responsible for the promotion and embedding risk management initiatives at the SADC Secretariat and its Satellite Offices to provide support in the establishment and enhancement of risk management activities and contribute to the identification of risk mitigation strategies that are following the overall effectiveness of operations and optimisation of SADC resources.

Primary Purpose of the job

- Responsible for contributing to the embedding of risk management in programs planning and decision making across the Secretariat and all aspects of SADC operations through monitoring of key risk appetite metrics and risk indicators and regular updating of risk registers including progress towards implementation of risk mitigation measures.
- Responsible for coordinating the identification, evaluation, and analysis of risks inherent to the operations of the Secretariat, that may hinder the reputation, safety, security, and financial management of the organisation.
- Responsible for the formulation, implementation, administration, and evaluation of risk management strategies by developing of standard operating procedures for managing risk and accountability process including criteria for conducting risk and accountability activities, trainings materials and modules for the organisation to manage risks efficiently and cost-effectively.
- Responsible for supporting the discussion with Directorates and Units and Risk Champions on identifying trends and emerging issues, contributing to the preparation of guidance and checklists in conformity with policies and rules on periodic risk and control assessments.
- Responsible for developing and reviewing of the Risk Management Framework, Risk Management Policy, and the Risk Management Strategy in consultation with management.
- Responsible for collecting information/ training needs and contribute to the preparation of training programmes or information sessions to enhance

understanding of risk management and compliance with SADC policies, rules, guidelines, and procedures.

- Responsible for reporting and highlighting areas of risk appetite and contributing ideas on required actions in areas of risk and compliance vulnerability .
- Responsible for the coordination of SADC Secretariat's Risk Appetite.
- Responsible for coordinating business continuity activities within the Secretariat
- Responsible for developing and reviewing the Business Continuity Policy, Business Continuity Plan (BCP) and Business Impact analysis and coordinating the review of the Disaster Recovery Plans
- Support the promotion and dissemination of the fraud and corruption policy and SADC's adherence to zero tolerance for fraud and corruption.
- Responsible for developing and reviewing of the Anti-fraud and corruption Policy and reporting procedures.
- Provide continuous Reports to Management and the Audit Committee on Risk Management, Business Continuity and Fraud and Corruption

Duties and Responsibilities

Risk Management

- Facilitate the introduction of a culture of risk management supported by policies and guidance.
- Facilitate the process for management to determine the organisations risk appetite and risk tolerance and ensuring that risk assessments are performed regularly.
- Plan, design and implement an overall risk management process that includes systems for identifying and reporting risks and risk management deficiencies, including emerging risks, on an organisation wide basis.
- Coordinate the development and maintenance of risk registers and ensure that it is regularly reviewed by Management team.
- Facilitate and maintain an on- going risk assessments and evaluation process.
- Continuously monitor the effectiveness of risk governance frameworks and compliance with the organisations risk limit structure and policies and procedures relating to risk across the organisation.
- Facilitate the development of organisations capability around risk governance aligned with the Secretariat's operating model and risk strategy; provide support, education, and training to staff to build risk awareness within the organisation.

Management of the unit

- Develop, update, and implement policies, strategies, processes, systems, and procedures for the effective delivery of the unit's objectives.
- Participate in formulation of the Corporate Strategy
- Research and keep abreast of new risk management techniques, practices, methodologies etc., and seek to improve own capabilities in risk management.
- Coordinate with internal audit in ensuring that risks identified during audit assignments are included in the risk registers.

- Coordinate with other assurance providers on emerging risk and risk management to facilitate combined assurance.
- In liaison with the ICT Auditor manage the Governance, Risk and Control system on areas of risk and ensure that the system is properly maintained and functioning.
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence, and evaluate performance on a regular basis.
- Manage the delegated unit budget to ensure optimal use.
- Achieve the mission, goals and objectives of the unit, and report progress to the Head.
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements.
- Work towards building a positive workplace and team culture, and a climate that attracts, retains, and motivates top quality personnel.
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff.
- Research and adopt best practices in own area of work and maintain high level of knowledge to effectively undertake the duties of the post.
- Undertake any other duties as delegated by the Director and Executive Management

Position Requirements

Qualifications

- Master's degree in risk management, Auditing, Finance, Accounting and Management from a recognised Institution
- Certified Risk Management Practitioner/ Professional

Professional Membership

Member of a recognised Institute of Risk Management Professional Organisation

Experience

- At least 10-15 years relevant industry or risk management experience and/or accreditation, preferably within a regional organisation set-up At least 10-15 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background
- Experience in Management and supervision of development, evaluation and monitoring of risk management frameworks.

- This includes a minimum of 4 years in a line management position.

Specialised Knowledge

- Knowledge in governance, organisational structures, strategies, and major initiatives of international organisations
- Knowledge in conducting monitoring and reporting activities using performance measurements and metrics.
- Knowledge in facilitation of risk analysis, risk assessment, and developing of risk mitigation strategies and their implementation.
- Contributed to risk management activities, including assessing and recommending effective internal controls and mitigation actions, preferably the use of modern risk management frameworks, techniques, and systems.
- Knowledge in the management of Business continuity plans
- Knowledge in Fraud risk mitigation and management strategies
- Proficient in the use of computers and computer software relevant to the position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done

- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

2. IT Internal Auditor – Job Grade - Job Grade 6

Purpose of the job

- Identify potential vulnerabilities, risks, and weaknesses in IT systems by reviewing their design and implementation, as well as their ongoing operation and maintenance as needed and provide recommendations for improvement.
- Develop plans and execution of IT audit procedures and the creation of internal audit reports. The auditor must work within the internal audit team to provide assurance on the area of information technology infrastructure and applications and collaborate with the ICT Unit to advise on policies and procedures regarding strengthening of IT controls and network security issues.
- Develop, examine, analyse, evaluate the Secretariat's information systems, internal controls, and management procedures to make sure records are accurate and information controls are in place
- Manage audit and risk management software and advise on innovative ways of managing Internal auditors and risk management work using automated processes.

Duties and Responsibilities

Information Systems Audit

- Design the IT audit plan and programme and determine, statistically, the sample sizes to be used
- Perform general, application and system control reviews for existing systems
- Perform reviews of internal control procedures and security for systems under development and/or enhancements to current systems
- Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Perform COBIT assessment reviews to determine maturity level of the ICT department.
- Collaborate with financial audit team with data analysis from time to time.

Ref: SADC/2/3/3

- Work with ICT unit on various operational issues related to computerized information systems.
- Maintain and develop computerized audit software.
- Consolidate all audit findings, prepare audit reports with findings, conclusions, and recommendations on completed audits; submit to the Senior Internal Auditor for review.
- Follow up on audit findings to ensure that management has taken corrective action(s).
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer
- Act as focal person and super user for the internal audit, compliance, and risk management system.

Position Requirements

Qualifications

- Master's degree in information systems, information technology, auditing, or
- Master's degree in business administration with a bachelor's degree in information systems/Information Technology/Computer Science or an IT related field or degree in accounting/auditing field.

Professional Certification

- Certified Information Systems Auditor (CISA)
- Certified Internal Auditor (CIA) will have an added advantage.

Specialised Knowledge

- Ability to use data mining tools such as ACL to carry out analysis of databases and report on exceptional transactions.
- Knowledge of internal control concepts (COSO and/ or COBIT)
- Working knowledge of IT infrastructure, software development, web technologies, and security, networking and database management systems.
- Knowledge in accounting and financial rules, laws, standards, and practices
- Knowledge of computer software and systems
- Knowledge of IT Project Management methodologies
- Ability to write reports that can translate technical jargon into business- related decisions for management and policy structures.

Experience

- At least 7-10 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background

Skills Requirements

Ref: SADC/2/3/3

- Communication and presentation skills
- Interpersonal skills
- Networking and relationship building skills, persuasion and advocacy skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Proficient in the use of computers, and forensic tools and software

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player