

***Are you a quality driven individual?  
Do you have a passion for perfection?***

**If you answered Yes to these questions, you could be just the individual we are looking for.**

**READVERTISEMENT**

**RISK MANAGEMENT OFFICER**

**Salary Range R603 330.00 to R750 622.00 per annum (all inclusive)**

**Overview of the Organisation**

NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The Institute is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain the National Measurement Standards (NMS) and to determine and ensure international comparability of the NMS. More information can be obtained from [www.nmisa.org](http://www.nmisa.org).

**The Position**

A rewarding and challenging opportunity exists in the Strategy, Business Development and Governance Division to provide vigorous risk management and governance support to all NMISA operations. The Risk Management Officer will facilitate timely identification and analysis of material risks, apply standard methodologies to manage these and develop an accurate risk and opportunity management profile for NMISA.

**Minimum Qualifications, Knowledge and Experience:**

- A Bachelor's degree, majoring in Risk Management or Auditing (a postgraduate qualification will be an advantage)
- Membership of The Institute of Risk Management South Africa
- At least five years' experience in risk analysis and related responsibilities in a strategy development, governance, monitoring and evaluation context
- Proven record of working with the Board and Executive Management on risk analysis and management
- A valid driver's license

**The following competencies will be an advantage:**

- Knowledge of:
  - the regulatory framework and legislative requirements applicable to public entities (such as NMISA)
  - SANS and ISO standards (such as ISO 31000) and other standards related to risk management
  - ethics management and fraud prevention strategies
  - business process mapping and modelling
- Experience in:
  - risk identification, assessment and management, preferably in a technical/scientific, project environment
  - data processing and analysis
  - drafting, testing and maintaining a business continuity plan
  - facilitation of risk assessment workshops
  - project management

**Main Responsibilities:**

- Assess and manage risks related to NMISA and its context (risks such as cultural, social, political, legal, regulatory, financial, technological, economic and competitive circumstances)
- Perform a risk assessment of the Strategy Plan for the period under review, considering the impact of systematic changes (international trends in Metrology, national and provincial policy and legislative developments, etc.)
- Evaluate the effectiveness of risk mitigation plans implemented by Managers and Project Leaders of technical/scientific projects on a quarterly basis
- Maintain the NMISA Risk Register
- Prepare reports and presentations on risk for the Director and other stakeholders
- Provide input into the policy and strategy for risk management
- Facilitate the annual Risk Workshop with Executive Management and the Board
- Oversee the overall risk management process for NMISA
- Continuously monitor, review and update the fraud prevention and ethics management policies and processes
- Manage the Business Continuity Plan
- Ensure that staff are familiar with ethics related policies and procedures, including declaration of private interest, receipt of gifts and whistle blowing processes

**Person Specification:**

The ideal candidate is a dynamic, positive thinking individual, who: can apply critical thinking to analyse and manage complex scenarios; pay attention to detail; and communicate intricate concepts clearly at all levels of the organisation. The incumbent will be a natural leader, with excellent interpersonal skills, able to work effectively both as part of a team and independently. Well-developed planning and organising skills, excellent writing abilities and fluency in English are required.

The position further requires a high level of professionalism when dealing with clients, colleagues and other stakeholders, plus compatibility with an organisational culture of performance that goes beyond the norm.

**Please note:**

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to previously disadvantaged candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA is focused on recruiting the following candidates in order of preference: Coloured, Indian and African.

**Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org)**

**Only candidates with all supporting documents will be considered for the position.**

**Clearly indicate which position you are applying for**

## ADVERT RISK MANAGEMENT OFFICER

People with disabilities are encouraged to apply

Closing date for applications: **10 June 2021**

Correspondence will be limited to short-listed candidates only.

By applying for this position at NMISA, the applicant understands, consents and agrees that NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAPS in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. More information contact Human Resources telephone number (012) 841 4152/2254