



**HUMAN RESOURCES**  
**VACANCY: INTERNAL/EXTERNAL ADVERTISEMENT - MIDRAND**

18 April 2024

**BULLETIN NR. 0778/2024**

**POSITION:**

**Risk Officer (Pos No. 3240)**

**GRADING:**

**Level MML**

**C/C:**

**10455000 – Legal, Risk and Compliance**

**PURPOSE OF THE JOB:**

To facilitate risk management within the Foskor group.

**QUALIFICATION; EXPERIENCE AND EXPOSURE:**

<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• BCOM Risk Management/ Legal / Commercial qualification</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 3 years risk management experience</li> <li>• 4 years' experience in Supervisory position</li> </ul>
<p><b>Training/ Professional Body:</b></p> <ul style="list-style-type: none"> <li>• Computer literacy</li> <li>• Interaction management</li> <li>• Advanced safety training</li> <li>• Project management</li> <li>• Mentorship training</li> </ul>

**HEADLINE KEY RESULT AREAS:**

<ul style="list-style-type: none"> <li>• <b>Governance and Management of Risk:</b> <ul style="list-style-type: none"> <li>- Develop risk management plans.</li> <li>- Perform risk assessment on all processes within the group [i.e. IT, Systems, Policies and Procedures, etc]</li> <li>- Perform risk categorization based on their impact on Foskor.</li> <li>- Make recommendations on how to mitigate/manage such risks.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Legislative and Regulatory Compliance:</b> <ul style="list-style-type: none"> <li>- Review and update current risk policies and procedures considering emerging risk related changes.</li> <li>- Oversight and Management of risks to the extent that Foskor is not unnecessarily/negatively exposed due to risk negligence</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Management of the risk management system:</b> <ul style="list-style-type: none"> <li>- Oversight and management of the compliance risk management framework as well as methodology.</li> <li>- Ensure that major compliance cases, incidents are captured into CURA.</li> <li>- Review and update risk database, ensuring data integrity.</li> <li>- Ensure sanitation of risk history and population of database.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Risk Monitoring:</b> <ul style="list-style-type: none"> <li>- Risk Audits: Performing risk related audits to ensure compliance with applicable legislation, policies and procedures.</li> <li>- Oversight and management of compliance with the Foskor's ER &amp; OM Policy, risk registers, incident breach tracking and monitoring.</li> </ul> </li> <li>• <b>Record Management and Reporting.</b> <ul style="list-style-type: none"> <li>- Collate relevant information.</li> <li>- Prepare and present reports of high quality</li> </ul> </li> </ul>

**APPOINTMENT WILL BE IN LINE WITH COMPANY POLICY ON EMPLOYMENT EQUITY**

**ENQUIRIES:**

**M LETOABA at 015 789 2273**

**Internal applicants:** Applications are to be completed on an "Internal Application Form". **External applicants:** Applications are to be send to [recruitment5@foskor.co.za](mailto:recruitment5@foskor.co.za) or handed to HR Department marked for the attention to Ms. M Letoaba by closing date of **26 April 2024 at 10H00**. A comprehensive CV and certified copies of qualifications attached to the Application Form will be appreciated. Should you not receive any feedback by 26 May 2024 that will mean you are unsuccessful.

