

POSITION DESCRIPTION	
Position Title	Risk officer
Description	The incumbent will assist and support the Risk Manager in managing and monitoring the implementation of risk management and anti-corruption and integrity management services.
Directorate	Office of the CEO
Reports To	Risk Manager
Position location	Head Office
Peromnes Grade	8
Number of Direct Reports	N/A

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • A Bachelor's Degree/ National Diploma in Risk Management/ Finance/ Auditing/ Accounting/Forensic investigations/Law • Professional Registration Body: Membership of Association of Certified Fraud Examiners (ACFE) or a membership of Institute of Commercial Forensic Practitioners (ICFP) • Certified Fraud Examiner (CFE) accreditation with ACFE or Fraud Practitioner (FP) accreditation with ICFP will be added advantage
Essential Experience	<ul style="list-style-type: none"> • 3 years' experience in Risk Management and fraud investigations in public sector or State - Owned Entity (SOE)
Knowledge	<ul style="list-style-type: none"> • Knowledge of the Public Service Legislation • Forensic investigation principles, proactive principles, practices, and procedures • All relevant legislation, guidelines, and standards about the conduct of forensic investigations • Knowledge of leadership and management principles • Knowledge of Risk Management framework and practices • Knowledge of Anti-corruption and integrity management framework and policies. • Knowledge and understanding of forensic investigations framework and policies. • Knowledge and experience in big data, digital forensics and application of forensic tools to prevent, detect, and investigate fraud • Knowledge of relevant legal and statutory requirements including corporate governance principles, PFMA, Treasury Regulations and Public Service Regulations

Skills & Abilities	<ul style="list-style-type: none"> • Forensic investigations and analytical capabilities • Programme and project management • Financial management • Negotiation • Creativity & innovation • Ability to work as a team member • Strong analytical skills and ability to interpret and advise on the application of legislation • High levels of discretion and sensitivity • Monitoring and Evaluation • Change Management • Stakeholder Management • Excellent communication skills – all aspects
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MAIN AREAS OF RESPONSIBILITY	
FORENSIC INVESTIGATIONS	<ul style="list-style-type: none"> • Responsible to manage and perform proactive and reactive forensic components in line with the NDA's Fraud Prevention Policy, NDA Whistleblowing policy, and NDA Fraud investigation Standard Operating Procedures (SOP). • Lead the execution of the tactical and operational plans of NDA using data analytics, forensic technologies, and digital and cyber forensics. • Determine work procedures, prepare work schedules, and determine methods to expedite workflow and improve the investigation turnaround time. • Conduct priority investigations or manage complex investigations with outsourced Service Providers. • Draft and/or review investigation reports and related documentation and assure that the investigations conducted meet the required standards. • Execute the proactive forensic assignment which might include fraud awareness training, fraud detection reviews, proactive fraud data analytics, fraud risk assessments, gap analysis, and others. • Manage NDA Hotline and management tip-offs and account for all matters relating to forensic investigations. • Keep a detailed record of all incidents logged into the Allegations Register, including managing the turnaround time of cases logged. • Ensure that all records and evidence collected by NDA are secured. • Ensuring that final reports fully address the agreed-upon project scope and making appropriate findings, conclusions, and recommendations. • Communicating findings to NDA CEO or relevant Governance Structures and follow up with management to ensure that all forensic recommendations are implemented. • Testifying in various legal proceedings (criminal, disciplinary, and other proceedings) including ensuring that outsource services are providing that support. • Build and maintain relationships with external stakeholders, including law enforcement agencies, SAPS, SIU and other fraud prevention entities.
FRAUD PREVENTION, DETECTION AND INTEGRITY/ETHICS MANAGEMENT	<ul style="list-style-type: none"> • Coordinate the development and implementation of Anti-corruption and Integrity Management Frameworks and policies • Establish and development of vetting and lifestyle audit policies, standards, guidelines, norms and procedures. • Establish and ensure the implementation of the MOU between NDA and State Security Agency (SSA) • Conduct vetting fieldwork investigations. • Conduct lifestyle reviews, investigations and audit. • Conduct proactive and reactive forensic investigations for the organisation. • Implement the ethics strategy and implementation plan. • Conduct fraud risk assessments and implementation thereof. • Review, update and implement internal fraud prevention plan.
RISK MANAGEMENT	<ul style="list-style-type: none"> • Coordinate the development and implementation of the Risk Management Frameworks and policies. • Co-ordinate the risk management process of the NDA, including the facilitation and completion of operational risk assessments. • Ensure that risk assessments are completed on all individual projects before they are accepted.

	<ul style="list-style-type: none"> Provide independent assessments to Management regarding the acceptance of projects. Support the completion of risk assessments for various departments within the NDA. Identify, analyse and manage all risks and threats faced by the NDA at the strategic and operation level. Synthesise information received from the Company Secretariat and from Internal Audit and use this to implement improved organisational risk management practices. Monitor and manage reporting of operational risk across the organisation, ensuring that executive management and the Board are able to determine the organisation's risk profile and appetite. Develop action plans to address all identified risks. Conduct and monitor risk operational intelligence in the NDA. Ensure cost-effective risk financing and risk transfer. Ensure that risk management is embedded within all facets of NDA business processes and operations including auditing practices. Develop a risk assessment document – identify risks and develop risk register, as well as a risk management plan Support the Risk Manager to monitor and report the implementation of the response strategies and report risk intelligence to EXCO / Authority, Management and the Audit and Risk Committee
GOVERNANCE, GENERAL ADMINISTRATION AND ADHOC FUNCTIONS	<ul style="list-style-type: none"> Collaborate with Internal Audit, Finance, Management and Auditor-General in developing the combined assurance plan for the Institution. Support Risk Manager to present monthly and quarterly reports to SMT, EXCO, Audit and Risk Committee, Board and Department of Social Development (DSD) Risk and Ethics Committee. Support the operations of risk champions meetings. Coordinate capacity building programmes and facilitate orientation and training to related Committees. Communicate risk management, anti-corruption and integrity frameworks to all stakeholders. Monitor and report on the implementation of frameworks. Provide advice and support on risk and integrity management to the NDA Directorates and Provincial Offices. Coordinate and implement awareness campaigns on risk, anti-corruption and ethics measures. Support the development of risk management strategies and procedures. Review existing strategies on an annual basis and recommend changes as appropriate. Develop checklists to ensure Corporate Governance compliance to appropriate legal requirements including PFMA, NDA Act, and Treasury Regulations etc. Identify areas for continuous process improvement. Communicate with other departments and external parties as appropriate. Assist in the implementation of Business Continuity Management Frameworks. You will be required to undertake any reasonable duty as requested by Management.

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> Internal Audit IT Legal Business Units Senior Management Board Combined Assurance Forum Risk Champions 	<ul style="list-style-type: none"> Suppliers Vendors Service Providers Insurance Companies Professional Bodies

Signed by: (Job Holder)	Authorised by:
Date:	Date: