

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder:

Job title

Assistant Director: Risk Management

Core code

Post level and salary code

9

Occupational class code

Name of component

Location

Posts reports to

Deputy Director: Risk Management

Date of appointment

### B. JOB PURPOSE

To supervise and undertake activities to implement the risk management framework.

### C. KEY PERFORMANCE AREAS

1. To supervise and implement the risk management framework in the organisation
  - (a) Participate in the development of the risk management framework
  - (b) Implement the risk management plan
  - (c) Support the establishment of the risk management philosophy and culture in the organisation
    - (i) Advocate and promote risk management in the organisation (awareness activities).
    - (ii) Risk maturity – data gathering and quality review
    - (iii) Capacity building (training and development)
    - (iv) Develop and maintain stakeholder and client relationships
  - (d) Continuous monitoring the risk environment.
    - (i) Collect statistical information on indicators of risks.
    - (ii) Detect changes in the risk environment (internal and external context).
  - (e) Supervise the capturing of data and maintenance of databases on risk management information

2. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context.
3. Supervise, facilitate and advice on the risk management assessment process.
  - (a) Facilitate the identification of risks
  - (b) Analysis of risks
  - (c) Risk evaluation
  - (d) Risk response
  - (e) Compile risk profile (ensure and maintain risk register)
  - (f) Compile reports as required
4. Monitor and review the identified risk response activities.
  - (a) Monitoring the implementation of the progress of activities to address risks as agreed on
  - (b) Revising risk response activities
5. Supervise employees to ensure an effective risk management service. This would, inter alia, entail the following.
  - (a) General supervision of employees.
  - (b) Allocate duties and perform quality control on the work delivered by supervisees.
  - (c) Advise and lead supervisees with regard to all aspects of the work.
  - (d) Manage performance, conduct and discipline of supervisees.
  - (e) Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**D. INHERENT REQUIREMENTS**

Determine according to the Competency Framework for Risk Management.

**E. APPOINTMENT REQUIREMENTS**

The following requirements may be considered for appointment

- F.** A relevant tertiary qualification. (SAQA NQF level 7)

3 year relevant experience.

**G. CAREER PATHING**

Compliance with the requirements of higher post.

**H. AMENDMENTS TO THE JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

**I. PERFORMANCE AGREEMENT**

The Performance Agreement of the post holder, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

**J. JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POST HOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**

**DRAFT**