

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder:	
Job title	Deputy Director: Risk Management
Core code	
Post level and salary code	11
Occupational class code	
Name of component	
Locations	
Posts reports to	
Date of appointment	

B. JOB PURPOSE

To manage the sub-directorate, develop, review and implement the risk management framework (strategy, policies and procedure).

C. KEY PERFORMANCE AREAS

1. Develop risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan.
2. Manage, implement, review and improve the risk management framework.
 - (a) Undertake studies and analysis for identifying risks to establish the internal and external organisation context.
 - (b) Manage, facilitate and advice on the risk management assessment process.
 - (c) Manage, monitor and review the identified risk response activities.
 - (d) Compile risk profile (ensure that the risk register is maintained)
 - (e) Compile reports as required
3. Facilitate the institutionalisation risk management
 - (a) Ensure that risk management philosophy and culture is embedded in the organisation
 - (b) Manage and undertake capacity development (inform, guide and advise employees on risk management matters).
4. Manage the Sub Directorate: Risk Management
 - (a) Maintenance of discipline

- (b) Management of performance and development
- (c) Undertake Human Resource and other related administrative functions
- (d) Establish implement and maintain efficient and effective communication arrangements
- (e) Develop and manage the operational plan of the sub-directorate and report on progress as required
- (f) Develop implement and maintain processes to ensure proper control of work
- (g) Compile and submit all required administrative reports.
- (h) Serve on transversal task teams as required.
- (i) Procurement and asset management for the sub directorate.
- (j) Planning and allocate work
- (k) Quality control of work delivered by employees
- (l) Functional technical advice and guidance.

D. INHERENT REQUIREMENTS

Determine according to the Draft Competency Framework for Financial Management.

Consult the occupational profile for physical asset practitioners.

E. APPOINTMENT REQUIREMENTS

The following requirements may be considered for appointment:

1. A relevant tertiary qualification (SAQA NQF level 7).
2. 5 years relevant experience of which 3 years must be at supervisory level (ASD)

F. CAREER PATHING

Compliance with the requirements of the higher post.

G. 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.

H. PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan 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.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

DATE:

SIGNATURE OF MANAGER

DATE:

DRAFT