

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Risk Specialist

About the job:

The CSIR has a vacancy for a **Risk Specialist** in the Enterprise Risk Management Office. The incumbent will be responsible for coordinating the risk management activities within CSIR. The position is based in Pretoria.

Key responsibilities:

- Perform risk assessment and coordinate the development of consolidated risk management plan;
- Liaise with clients to build relationships and gain an understanding of all the risks, processes and controls;
- Identify emerging risks and perform root cause analysis to recommend improvement and ensure that these are adequately managed;
- Review all organisational risks on an annual basis;
- Aggregate and analyse reported risk events;
- Monitor the implementation of action plan to address risks identified;
- Analyse identified trends in the key risk indicators;
- Analyse and monitor regulatory and market developments impacting on the organisation and advise accordingly;
- Advise on insurance and liability for contractual risk transfer requirements;
- Design document management system in compliance with ISO standards;
- Manage the organisation short-term insurance portfolio;
- Prepare periodic risk and compliance status reports as well as review and suggest methods to improve risk analysis and reporting
- Coordinate responses from internal and external auditors' requests;
- Benchmark organisational performance within context.

Qualifications, skills and experience:

- A Bachelor's degree or professional qualification in risk management, mathematics, commerce, engineering or related field with at least five years' experience in risk management, compliance and audit;
- Working experience of enterprise risk management practices and philosophy;
- Knowledge of corporate governance and risk management disciplines and best practice;
- Knowledge of Microsoft package;
- Ability to communicate clearly and effectively;
- Ability to handle confidential information;
- Ability to pay attention to detail;
- Lateral thinker;

- Good interpersonal skills;
- Initiative and investigative skills.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(e.g. John Smith: Risk Specialist: Reference No: 307217)**

Closing date: 23 June 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***