

**JOB SPECIFICATION**

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| **JOB INFORMATION**  **Job Title**: Risk Specialist  **Job Code**: R – RS 01    **Department**: Risk  **Normal Hours of work:** As business dictates  **Normal place of work**: Parktown, Johannesburg | **Job Classification:** Governance  **Reporting to**: Board  **Job Grade:**  **Last Review:** |
| **PRIMARY OBJECTIVE(S) OF THE JOB**  The job is to design, develop and implement programs that can mitigate potential risk for the Agency | |
| **POSITION VALUES**  This is a senior position responsible for evaluating the potential risk that MDDA may encounter and exercise professional judgement and initiative in a detailed, oriented, conscientious and systematic high level of precision mitigation plan to prevent MDDA from human, financial, marketing, operational and external risks that may affect MMDA. The individual has to have knowledge methodologies of risk assessment within regulatory bodies, the media Industry, as well as the internal controls most efficient for mitigating them, up to the level of risk defined by Administration and benchmarked with the controls in place. The capacity to coordinate and monitor work groups with the aim of assessing the underlying risks to strategic, operational and financial objectives. The incumbent has to develop risk analysis strategies and models that includes risk control programmes and internal control mechanisms. The Risk Manager will work collaboratively with all lines of businesses and corporate specialist’s groups to ensure a consistent and integrated approach is applied to risk governance that aligns to the overall Risk Management mandate. This position requires a tenacious individual with strong communication, problem-solving, relationship and consensus-building skills and a high degree of personal initiative and attention to detail | |
| **KEY DUTIES AND RESPONSIBILITIES**  **Strategy Implementation**   1. Develop and maintain MDDA governance frameworks, standards and practices relating to risk governance and effectively implement them throughout MDDA 2. Develop Agency Risk Appetite, Policy Governance and Managerial Governance Framework 3. Support the maintenance of Risk related Mandates and Charters and ensure their ongoing relevance 4. Provide administrative and risk governance support for the Risk Committee of the Board and the Risk Management Committee and related subcommittees 5. Conduct research on industry leading practices for risk governance matters pertaining to the banking industry including board practices relating to risk governance 6. Develop and design strategic and operational risk mitigation plans that will ensure sustainability of MDDA   **Governance**   1. Act as an internal subject matter expert and develop organization capability around risk governance and decision processes aligned with MDDA’s operating model and risk strategy 2. Ensures the Board and Committees fulfil governance functions and facilitates the risk mitigation strategy 3. Attend Board and Subcommittee meetings; including being the lead staff on the Risk Committee 4. Oversee the production of monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections for use by Executive management, as well as the Risk Committee and the Board.   **Stakeholder Management**   1. Liaise with the legislators, regulatory authorities, media and other relevant stakeholders to mass communication 2. Provide internal advice to Executive Management on risk mitigation matters.   **Management and Administration**   1. Provide general oversight of department activities and manages the day-to-day operations 2. Ensure smooth, functioning and efficient operations of the Risk Department | |
| **PLANNING AND DEVELOPMENT**  Manage the Risk Mitigation Plan  Report to the Management and the Board of potential risks  Assist management in the formulation of its overall risk mitigation | |
| **HUMAN RELATIONS**  Team-player  Motivator- relationship with colleagues, works well with other employers and can achieve results  Strategic planning sessions | |
| **CUSTOMER RELATIONS**  **Internal** – All staff | **External** –Suppliers, Government Officials, Funders, Insurers, Customers, All visitors, Service Providers/Vendors, Banks, Grant Receivers |
| **CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE** | |
| **QUALIFICATIONS AND EXPERIENCE**  Appropriate Qualification in Risk management  5 years in the media industry or risk management experience  Risk management experience, including knowledge of risk management governance and controls  Strong PowerPoint skills, intermediate Excel skills  Project management experience | |
| **SKILLS AND COMPETENCIES**  Excellent people management and leadership abilities Superior communication, facilitation and consensus-building skills Demonstrated relationship-building skills, with a superior ability to make things happen through the use of positive influence High degree of personal initiative Organizational awareness with an understanding of how to engage the organization to get things done Strong problem-solving skills; comfortable tackling complex problems and breaking these down into manageable pieces Superior multi-tasking skills and the ability to work in a fast-paced, often deadline-oriented and dynamic environment Conceptual and practical thinking and implementation skills Process design and analysis skills Research, analysis and judgment skills | |
| **SPECIAL REQUIREMENTS**  Ensure the integrity and completeness of financial reporting  Oversee effective utilization of financial support provided as financial grants  Understanding of GAAP / GRAP practices;  Understanding of complex financial and accounting principles;  Experience and understanding of Risk analysis, Cash flow, Budgeting and forecasting, Financial modeling, Financial Statements and Investments;  Computer proficiency  Strong report writing skills | |

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| **Reviewed By:** |  | **Date:** |
| **Approved By:** |  | **Date:** |
| **Last Updated By:** |  | **Date:** |