



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

RISK MANAGEMENT AND INTERNAL AUDIT

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

Risk Management Officer (1 post)

Ref: 60/2025/JSM/P8

The incumbent is expected to proactively provide risk management consulting and advisory activities/services to different units and schools (and the institution as a whole) within the University. The incumbent reports to the Director: Risk Management and Internal Audit and will furthermore meet the requirements and be responsible for the Key Performance Areas listed below:

MINIMUM REQUIREMENTS

- Matric/Grade 12
- Bachelor's degree in Auditing/Accounting
- Post graduate degree in Risk Management/Auditing/Accounting
- A professional certification and/or qualification in Risk Management will be an advantage
- At least five (5) years working experience as a Risk Officer/advisor in a similar environment.
- Computer Literate: MS Word, Excel, Power Point, Teams, Access/Database, etc.
- Knowledge of ITS, ORACLE, VIP, etc will be an advantage

COMPETENCIES

- Analytical skills and an eye for detail
- Numerical skills
- Planning and organizational skills
- Ability to understand broader risk issues
- Communication and presentation skills
- Problem solving and decision making
- Teamwork
- Client service orientation
- Building interpersonal relationships

- Adaptability
- Stress tolerance
- Independent thinking and self-driven
- Knowledge of University procedures and processes

KEY PERFORMANCE AREAS (KPAs)

- Designing and implementing the risk management processes for the institution, which includes an analysis of the impact on the institution when risks occur
- Conducting risk assessments and reporting results to the Schools Board and management committees
- Define, deliver and execute Risk initiatives that support Risk Management in achieving its strategic objectives
- Performing the risk assessments and analysing current divisional, school and departmental risks and identifying potential risks that are affecting the institution
- Develop a basis of risk management competence and knowledge, including an appropriate level of related technical expertise in the institution
- Performing a risk evaluation: Evaluating the institution's previous handling of risks, and comparing potential risks with criteria set out by the institution's such as costs and legal requirements
- Risk reporting tailored to the relevant audience
- Educating the different managers and staff members about the most significant risks to the institution; ensuring risk champions understand the risks that might affect their departments/units/schools
- Conducting policy and risk compliance audits, which will include liaising with internal and external auditors
- Assisting management in ensuring that risk management remains imbedded in the strategic objectives of the institution
- Include the integration of risk concepts into strategic planning, and risk identification and mitigation activities
- Assist in establishing risk management policies, defining roles and responsibilities and participating in setting goals for implementation of risk management capabilities
- Ensure that the operational and strategic risks of the institution are relevant and reported timeously
- Contribute to the overall development of SMU and actively promote institutional culture
- Any duties as assigned by the HOD

Closing date: 11 June 2025

Applications from Recruitment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mr JS Mahlaola by email to hr.recruitment6@smu.ac.za.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3906

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.

Final