



Risk and Compliance Specialist (12 months contract)

CEF SOC

CEF (SOC) Ltd is involved in the search for appropriate energy solutions to meet the energy needs of South Africa, The Southern African Development Community (SADC) and the sub-Saharan African region, focussing on clean energy options as well as fossil fuels as per the mandate from the Department of Energy. It also manages the operation and development of the oil and gas assets of the South African government including strategic crude oil assets and management. CEF controls entities with commercial and developmental roles, housed in eight operating subsidiaries.

The **Risk and Compliance Specialist** will provide strategic guidance and support in development of CEF's Risk Management Plan. Lead the Risk Management Plan implementation. Develop the business continuity plan (BCP) Facilitate and ensure the implementation of the business continuity management plan and policy throughout the organisation.

Qualifications and experience

- 3 year Bachelor's degree in Risk Management or equivalent.
- Relevant Bachelor's (Honors) degree or / LLB will be an advantage.
- 5-8 years' demonstrated experience in Risk & Compliance.
- Association with Risk & Compliance Professionals will be an advantage.
- Knowledge of laws and regulations relevant to industry will be an advantage.
- Driver's license will be an advantage.

Responsibilities

- Provide strategic support in the developing of CEF's Compliance Management Plan.
- Development and obtain approval of risk policies and plans.

- Develop Fraud Prevention Plan, methodology for Fraud Risk and management.
- Develop the ethics procedure and conduct ethics awareness programme.
- Coordinate CEF's Risk Register process, including the monitoring and implementation of the Register.
- Implement the appropriate Compliance reporting processes to EXCO and the CEF Manco.
- Review and distribute the following reports: Quarterly Enterprise Risk; Management Report; Annual Risk Mitigation Assurance Report; ensure reports are produced within the allocated time frame and submit monthly and quarterly reports to EXCO
- Contribute to the stakeholder identification process from a unit perspective.
- Manage internal communication channels to communicate enterprise risk, insurance and compliance management, i.e. newsletter to all staff.
- Manage and monitor the tender process to appoint a panel of service providers.

Desired additional skills/ competencies

- Good Interpersonal skills
- Good written and verbal communication skills
- Well-developed negotiation, persuasion and consultation skills
- Analytical skills
- Ability to review and develop policies

Closing Date: 31st October 2018

Please submit a detail Curriculum Vitae (CV) to NthabisengMa@cefgroup.co.za