



## **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) Re-advert**

Ref:60/2025/JSM/P8

The University is looking for a vibrant, energetic and dynamic incumbent who 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:

#### **Requirements**

- Matric (Grade 12)
- Post graduate degree in Risk Management/Auditing/Accounting
- At least five (5) years' working experience as a Risk Officer/Advisor in a similar environment
- A professional certification and/or qualification in Risk Management will be an advantage
- Computer literacy in 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 (KPA's)**

- 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: 26 November 2025**

**Applications from Recruitment Agency will not be considered.**

**People who applied previously must not re-apply.**

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.recruitment5@smu.ac.za](mailto:hr.recruitment5@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.**