

## Job Description: Officer - Strategy and Risk

Position	<b>Strategy and Risk Officer</b>
Department	<b>Strategy and Risk Department</b>
Location	<b>KTVR Head Office, Kempton Park</b>
Reporting to	<b>Executive Head Strategy and Risk</b>
Contract	<b>Permanent</b>

### PURPOSE OF THE JOB

Strategy and Risk Officer will support the Executive Head of Risk and Strategy in the division. They will advocate for a high-performance culture through supporting, Information Technology (outsourced), Enterprise Risk Management, and Business Strategy, Internal Audit (outsourced), Facilities Management for all 3 KTVR Operational sites and Occupational Health and Safety Management.

### KEY PERFORMANCE AREAS

- KTVR Overall Business Strategy
- Risk Management
- Information Technology Management
- Internal Audit
- Facilities Management
- OHS Management

### KTVR Overall Business Strategy

Work closely Executive Head of Strategy and Risk to define, develop and implement organisational strategy and business plans that align with the vision, mission, and values of the organization.

- Administration and record keeping of policies, procedures and practices that are aligned to efficiency, and quality.
- Administration and record keeping of organisational performance data and strategy related documents
- Participate and actively organize the strategic planning sessions, process and provide inputs in the key planning documents, strategies and plans of the organization.

- Oversee the management and performance of all divisions within Strategy and Risk i.e Information and Communications Technology, and Internal Audit and ensure that performance standards are maintained at high levels.
- Provide support in developing strategic planning documents and translating them into operational plans and reporting on progress implementation on a quarterly basis.

### **Risk Management**

Provide support in the development of divisional strategic and operational risks and ensure implementation of mitigating actions,

- Monitor and update Enterprise Risk Register
- Co-ordinate Risk Committee monthly meetings
- Participate in the identification, assessment, monitoring of risks.
- Monitor the implementation of mitigations controls.

### **Information Technology Management**

Provide administrative support on all Information and Communications Technology, matters, and ensure that performance standards are maintained at high levels.

- Administer the development and implementation of all ICT policies, procedures, and processes
- Liaise with outsourced company on all information communication technology related matters.
- Co-ordinate ICT governance monthly meeting
- Administration and record keeping of ICT related documents

### **Internal Audit**

- Monitor and liaise with Internal Auditors and ensure compliance with the audit plan.
- Ensure implementation of audit action plan.
- Participate in internal audit meetings.
- Monitor the internal audit findings, by updating internal controls tracker.
- Provide administrative support in all Internal Audit matters

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- Liaise with outsourced company on all internal audit-related matters.

#### **Facilities Management**

- Develop, support, and build a strong team to support the organisational objectives of the organization.
- Manage a team of 7 people (Cleaners x 3, 1 x Facilities Officer x 1, Driver/Messenger x 1, Hospitality Assistant x 1, ICT Administrator x 1)
- Attend and solve facilities related queries from start to finish for all three sites
- Provide administrative support in all facilities management matters.

#### **Occupational and Health and Safety**

- Manage and control the Health and Safety of employees and contractors on the KTVR premises, by taking reasonable steps to eliminate or mitigate any hazard or potential hazard to the safety of employees
- Review Health and Safety Policies and procedures and make recommendations and ensure OHS policies and procedures are aligned with legislation
- Ensure that KTVR Health and Safety Policies and procedures are adhered to by all KTVR staff members.
- Provide administrative support and record keeping of all OHS related functions within the company.
- Facilitate the appointment of Safety Representatives and committees
- Compile Monthly and Quarterly reports for the attention of the Executive Management
- Manage and supervise Safety Officers and Safety Representatives by ensuring that they provide optimum performance of their duties.

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE**

- Three-year (3) qualification in Business Management or any related field
- 4 x Years working experience (Risk Management, OHS and Strategy will be an added advantage)
- A clear understanding of fundamental workings in the IT, OHS, Internal Audit, and Strategy, and Facilities Management

- Understanding of the performance management framework and target driven methodologies.
- Experience getting the best of your team and inspiring employees to self-develop and perform at their optimal best.
- Knowledge of managing risks, audit processes, compliance, and reporting.

## **REQUIRED KNOWLEDGE, SKILLS, AND CHARACTER TRAITS**

- Communication skills
- Interpersonal skills
- Problem Solving Skills
- Decision Making Skills
- Negotiation Skills
- Project management skills

### **Character Traits**

- Accountable
- Assertive
- Confident
- Solution oriented
- Honest
- Committed
- Display Positive attitude
- Results driven
- Prompt
- Disciplined