

BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: Assurance Coordinator

Ref: REC/04/16

Minimum Requirements: • Bachelor's Degree in Commerce majoring in Internal Auditing / Auditing and Risk Management • 5 years' experience in risk management, internal auditing.

Required Competencies: • Good understanding / knowledge of Governance Practices, internal control systems • Knowledge of Corporate Governance requirements • Internal Audit and Assurance Practice • Enterprise risk management concepts • Technical expertise of various sub disciplines of business risk management in the organization • Knowledge of business continuity planning • Knowledge of internal controls • Ability to think strategically.

Specific Functional Responsibilities: • **Budgeting:** • Monitor the risk associated with projection of costs for the following years budget • Monitor risks associated with actual budget against budget, performance targets variance •

Risk finance and assurance • Ensure that comprehensive risk profile for ELIDZ is developed • Develop and implement an organization-wide long-term risk finance insurance monitoring and evaluation policies, procedures, standards • Negotiate with insurance brokers and underwriters in respect of the scope and details of ELIDZ cover and premiums • Ensure that effective service level agreements with insurers are negotiated, implemented and monitored • Ensure that cost allocation data and information from line departments are collated, statistically analysed and interpreted • Assisting management in developing and implementing risk responses for each identified material risk. • **Policies** • Developing risk management policies and frameworks • Developing the analytical systems and data management capabilities • Communicating the risk management policy, risk management strategy and risk management implementation plan to all stakeholders in the institution • Improving the company's risk management readiness through training program, risk based performance measurement and incentives and other change management programs • Provide input into the development and subsequent review of the fraud prevention strategy, business continuity plans, occupational health, safety and environmental policies and practices and disaster management plans • **Risk Management** • Implement a set of risk metrics and reports including losses and incidents, key exposures and early warning indicators • Allocating economic capital to business to business activities based on risk, and optimizing the company's risk portfolio through business activities and risk transfer strategies • Setting up of the risk management structure and risk management reporting lines within the institution. • Participating in the development of the combined assurance plan for the institution, together with internal audit and management • Ensuring effective information systems exist • Collating and consolidating the results of the various assessments within the institution • Compiling the necessary reports to the Risk Management Committee • Develop and maintain an organization-wide Business Continuity Plan • **Corporate Governance** • Comply with legislation such as PFMA and the MFMA together with corporate governance codes such as King II expect an institution to implement a risk management plan • Continuously driving the risk management process towards best practice • Establishing an integrated risk management framework for all aspects of risks across the organization • Responsible for enabling the efficient and effective governance of significant risks, and related opportunities to the institution and its various segments • Establishing an integrated risk management framework for all aspects of risks across the organization • Performing an analysis to identify emerging risks facing the institution for further action and intervention • Coordination of external and internal audit functions.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is **31 May 2016** If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill these positions. **Preference will be given to African Females as per our EE Plan.**

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east london idz
business streamlined