



MANAGER: RISK MANAGEMENT (AUDIT & RISK)

Ref no: MAR/05/2026

PRETORIA

NATIONAL HERITAGE COUNCIL (NHC) of South Africa through the NHC Act, 1999 (Act of 1999), is responsible for the preservation, protection and promotion of heritage for sustainable development.

Manager: Risk Management (Audit & Risk) – Office of the CEO


About the job:


The Manager: Risk Management (Audit & Risk) is responsible for coordinating, monitoring, and reporting on the implementation of the NHC's Enterprise Risk Management (ERM) Framework, Compliance Programme, and Business Continuity initiatives. The role supports the identification, assessment, mitigation, and monitoring of strategic, operational, and reputational risks in alignment with the Public Finance Management Act (PFMA), National Treasury Regulations, and King V governance principles. Furthermore, the role facilitates risk assessments, provides risk management training, and coordinates risk management activities across the organisation to promote a culture of risk awareness and compliance.

This is a **Permanent** position, based at **Menlyn, Pretoria**.

• Key responsibilities:

- **Risk Identification & Assessment:** Assist with the identification and evaluation of strategic, operational, fraud, ethics and project-level risks across NHC divisions. Maintain updated risk registers and implementation plans.
- **Risk Monitoring & Reporting:** Track the implementation of mitigation plans and update the Risk Dashboard. Prepare quarterly risk reports for submission to risk owner, MEXCO, CEO, Risk management committee, Audit & Risk Committee, and social & Ethics committee.
- **Compliance Management Support:** Monitor compliance with legislation and other applicable frameworks, PFMA, Treasury Regulations, and internal policies. Facilitate the compliance checklist and reporting process.

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- **Business Continuity & Incident Management:** Support the development and maintenance of the Business Continuity Plan (BCP) and BCM Committee and the ICT steering committee. Assist in scenario testing, disaster recovery simulations, and incident reporting.
 - **Fraud Prevention & Ethics Management:** Assist in implementing the Fraud Prevention Plan and Ethics Management Plan. Record and track ethics and / or fraud-related cases in coordination with Internal Audit and HR. Promote awareness for both ethics and fraud. Monitor emerging fraud indicators (internal & external). Assess the fraud and ethics culture of the NHC.
 - **Policy & Framework Implementation:** Contribute to the development and improvement of internal controls, review, and updating of risk and compliance-related policies and frameworks.
 - **Training & Awareness:** Coordinate risk management and compliance awareness workshops to promote accountability and governance culture.
 - **Stakeholder Liaison & Support:** Liaise with Internal Audit, Governance, Legal, and external stakeholders (Treasury, Department of Sport and Culture (DSAC), School of governance, DPSA, Public Services Commission, SAPS) to support integrated assurance efforts.
 - **Other Responsibilities:**
 - Ensure adherence to the Promotion of Access to Information Act and other relevant legislation and guidelines.
 - Adhere to quality standards in all areas of the job.
 - Present a positive image of the Council in all aspects of the job and maintain high levels of integrity.
 - Coordinate the implementation of the approved risk-based Audit Plan.
 - Facilitate communication between management and the outsourced Internal Audit service provider.
 - Coordinate audit logistics, meetings, document requests and stakeholder engagements.
 - Monitor progress against the approved audit plan and agreed timelines.
 - **Continuous improvement:**
 - Participate in continuous improvement of self and role outputs/services.

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- Continuously learn and keep up to date with new developments and changes within own role, the department, organisation and industry.
 - Actively share the workload and responsibilities of the team when required, working collaboratively and supporting team members.
 - Maintain ownership for own work, performance management and development.
 - Maintain optimum quality of work outputs.
 - Maintain open and honest communication.
 - Efficiently utilise the NHC resources.
 - Adherence to NHC policies and procedures.
- **Qualifications, skills and experience:**
 - Bachelor's Degree (NQF Level 7) in Risk Management, Internal Auditing, Finance, or Business Management.
 - Membership or certification with IRMSA, IIA SA, or Compliance Institute of Southern Africa advantageous
 - Minimum 8 years' experience in risk management, compliance, or governance within the public or financial sector.
 - 5 years' experience in middle management
 - Valid Driver's License.
 - Risk Assessment & Analysis skills
 - Report Writing & Presentation skills
 - Analytical & Problem-Solving skills
 - Data Interpretation & Risk Mapping skills
 - Planning & Coordination skills
 - Communication & Facilitation skills
 - Research & Policy Development skills

Closing date: 15 June 2026

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

Applicants are required to clearly indicate the relevant reference number, as stated at the top of this advertisement, on their application. Failure to quote the correct reference number may result in the application not being considered.

Please email your cv at r.managerauditrisk@nhc.org.za

The NHC is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and

criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date, and it further reserves the right not to appoint if a suitable candidate is not identified.

People with disabilities are encouraged to apply.

