



The IDT is a Schedule 2 Public Entity, established as a development management agency. Its primary role is to influence, support and add value to the national agenda. The IDT is mandated to measurably impact on the eradication of poverty and to improve the quality of life of poor, rural and marginalised communities. To assist us in achieving this, we wish to appoint dynamic individuals in the following positions:

POST	: RISK MANAGEMENT SPECIALIST
JOB LEVEL	: CU
REGION	: NATIONAL OFFICE
LOCATION	: PRETORIA
DURATION	: 3 YEARS
PORTFOLIO	: OCEO
PURPOSE	: Provide administrative and strategic support to analyse and manage risk in the Risk and Compliance sub-unit.
REPORTING	: Senior Manager Risk and Compliance
REQUIREMENTS	: B- Degree in Risk Management / Auditing or equivalent, Minimum 3 Years Risk/Auditing Experience, Membership of professional institute of Risk Management (IRMSA), Ability to understand and learn risk management software packages, Detailed knowledge of the general tools and techniques of risk management, Administration Management, File Management, Documents Management, Office Administration, Mail Management Event Management, Understanding of business operations Knowledge of financial management, Ability to utilise risk management System. Competencies: Excellent communication and presentation skills, Administrative Skills, Personal organisation and planning skills, Computer Skills, Interpersonal Skills, Data Capturing Skills, Coordination Skills, Telephone Etiquette. Skills: Team Player, Approachable, Performance Driven, Quality Oriented, Proactiveness, Innovative, Professionalism, Confidence, Initiative, Integrity, Willing to Travel.

DUTIES : Oversee the management of Risks, Exercise Effective Business Management, Conduct Administration Functions, Ensure Efficient Financial Management, Maintenance of Stakeholder Management Relationships, Prepare Reports and coordinate events

Enquiries : **Kgomotso Pelle** at (012) 845 2111

The Independent Development Trust is an equal opportunity and affirmative action employer. Preference will be given to candidates whose appointment will enhance the gender and racial representivity of the organisation, in accordance with its equity plan.

Applications must be accompanied by an up-to-date curriculum vitae (including two contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document.

To apply, please forward all CVs to jobs1@idt.org.za

Any questions about the application process may be directed to (012) 845 2000.

Note: Confirmation of appointment will be subject to the applicant undergoing verifications check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The IDT will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the IDT. The IDT reserves the right not to appoint anyone to the above post, and to withdraw them, readvertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

The closing date is 29 March 2019.