



BCMDA is an established municipal entity, wholly owned by the Buffalo City Metropolitan Municipality. Applications are invited from suitably qualified and experienced applicants to fill the following position:

**1. Risk and Compliance Officer**

**Task Grade:12**

**Salary R 709 327.38 per annum (Total Cost to Company)**

**Ref. No. BCMDA-VAC-011-25**

**Requirements:**

- Bachelor's degree in Commerce and or Accounting / Risk Management or Equivalent
- Minimum of 4 years of relevant experience in the field of Risk Management and Compliance
- Experience in the rollout of a risk management methodology.
- Must have good report writing, presentation, analytical and communication skills.
- Must be able to demonstrate an in-depth understanding of Risk Management & Compliance
- Risk Management/Compliance Certification will be an added advantage

**Key Performance Areas:**

- Implement the Risk Management Framework in the Agency
- Performs risk management activities (risk identification, risk assessment, facilitating development of controls) in accordance with all relevant policies, legislation and risk management guide.
- Conducts risk assessment, which involves analyzing risks as well as identifying, describing and estimate the risks affecting the Agency.
- Facilitating development of risk management strategy which contains a plan of action to improve the Agency's risk management maturity.
- Monitors the effectiveness & adequacy of existing controls.

- Assists in the implementation of the fraud prevention plan.
- Responsible & accountable of submission of Risk compliances to the Board, EXCO & Audit Committee.
- To develop, update & review Risk & Compliance related policies
- Fraud and Ethics Management
- Planning, organizing, directing, and controlling ethics management activities.
- Develop, maintain, and manage the ethics-related policies, framework, procedures, and other instruments of control.
- Develop and implement the fraud prevention plan and policy and all risk policies and frameworks.
- Monitoring and Evaluation reporting
- Engage members of EXMA on Risk Management, Monitoring and Evaluation
- Develop and manage the Agency's ethics programme.
- Provide support to the risk management committee.
- Provide support in the strategic Management function of the Agency.
- Assist in the development of the Agency's Strategic, annual Performance and Operational Plans

***This post is based in East London and any enquiries regarding the content of the above posts can be directed to Mr Noel Van Wyk at 043 – 492 2101.***

**PLEASE NOTE:**

Candidates who are suitably qualified as per the minimum requirements for the posts set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post (i.e. certified copies of certificates, diplomas, degrees, identity document, drivers' license and membership to various regulating bodies. Non-submission of the required supporting documentation may disqualify a candidate.

Fraudulent qualifications and information submitted will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Buffalo City Metropolitan Development Agency reserves the right not to fill any or all of the positions advertised. By submitting your application for a position at the agency, you are

consenting that the personal information submitted as part of your application may be used for the recruitment & selection-related processes.

**Applications can be emailed to [recruitment@bcmda.org.za](mailto:recruitment@bcmda.org.za)**

**CLOSING DATE: 27 NOVEMBER 2025**

**Should candidates not be contacted within thirty (30) days of the closing date, they may regard their applications as having been unsuccessful.**