

Position Title: Governance Manager
Position reports to: Public Sector Executive
Direct Reports: N/A
Office Location: Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

The purpose of this role is to provide Governance, Compliance, Audit, Project Assurance and Risk Management support to the Adapt IT Public Sector division (“**Division**”) and to ensure compliance to the Public Sector Regulatory Framework, Adapt IT’s Policies & Procedures, Corporate Governance and the management of risks within the division.

PRIMARY RESPONSIBILITIES FOR THE ROLE

- Establish a Governance and Compliance Framework, that details the Divisions Policies and Procedures
- Provide Governance, Assurance, Audit, Risk Management, Secretariat and compliance with Regulatory Prescripts and Evaluation of all project and/or contracts undertaken by the Division
- Provide monitoring and oversight to the implementation of Divisions Objectives, Strategy Implementation, Budget Management, Risk Management, Regulatory Compliance and Reporting
- Establish the Divisions’ Risk Management Framework (include Risk Assessment, Monitoring and Control), in accordance with Adapt IT’s policies
- Establish and document Governance processes and systems across the Division
- Manage and monitor intercompany or partnership relations
- Record and monitor the Divisions commercial and overall performance
- Advise the Division on the current applicable Public Sector Policies and Regulatory Framework
- Responsible for overall compliance advice to the Division’s Leadership and Management to ensure compliance with legislation, regulations, policies and procedures
- Conduct periodical internal compliance monitoring within the Division and prepare for annual compliance reviews
- Track and assist the Division in monitoring and finalising the remedial actions following any compliance or project audits
- Conduct periodical internal compliance monitoring within the Division and prepare for annual compliance reviews
- Provide commercial and divisional input to the negotiation of commercial contracts and strategic partnership;
- Maintain a register of all contracts concluded by the Division;
- Liaise with all key internal stakeholders (eg. Divisional Executives, Delivery Managers, Project Managers, Key stakeholders, etc.); and

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Admitted Attorney, Auditor or Accountant
- 3 to 6 years' experience in Audit, Governance and Compliance, preferable in corporate environment
- Good understanding of the ICT industry would be advantageous.
- Commercial Law, Governance, Internal Audit and Risk Management
- Policy Analysis
- Regulatory and Policy Compliance

DESIRED SKILLS AND QUALITIES

Personal Attributes and Qualities

- Resourceful
- Ability to work under pressure
- Solid drafting skills
- Agile & deadline driven
- Effective communicator at all levels
- ethical and diligent
- Self-managed & independent
- Applies professional sound judgement

Contact Person: [Nomzamo Skosana](#)

Apply Here: <https://www.dittojobs.com/jobs/view/1794601372>

Vacancy Status: [Open](#)