



# Vacancy

We are rooted in our people. Join our winning team.

## MANAGER: GOVERNANCE, RISK & COMPLIANCE

The Manager: Governance, Risk & Compliance functions as an independent and objective body that reviews and evaluates risk and compliance issues/concerns within the organization. The successful incumbent will be based at Agra Corporate Office. He/she will report administratively to the General Manager: Finance and functionally to the Audit Committee (Board of Directors)

### PRINCIPAL ACCOUNTABILITIES:

- Advice and design on appropriate corporate governance protocols and submission to Exco and the Board for approval.
- Continuously maintain and update Board charters of the Board and Sub committees.
- Facilitate the annual evaluation of the Board of Directors.
- Provide the annual corporate governance report, which forms part of the integrated report.
- Actively drive the development of risk policies and strategies that enable the definition of risk, process guidelines and approach to risk management within Agra.
- Timely and accurately identifying and assessing significant risks that can impair the operations and the achievement of the strategic objectives of Agra by initiating and facilitating risk assessment workshops.
- Ensuring effective risk treatment/ response strategies are developed for all significant risks identified, in line with the tolerance levels set by the Board.
- Reviewing, monitoring and reporting of risk management activities and significant risk exposures including maintaining up-to date risk logs and ensuring that risk mitigating strategies are timely and accurately implemented.
- Guiding key staff on the application of and compliance to the risk management policies, as well as potential consequences on the risks within Agra.
- Co-ordinating the risk management activities in such a way to ensure that all the parties' within Agra, requiring risk information, needs are addressed.
- Utilising relevant risk information to make recommendations, highlighting deficiencies, doing comparative analyses and creating awareness of the factors that reduce or contain risk.
- Developing, integrating and co-ordinating the total risk management functionality within Agra.
- Providing training to relevant staff on risk matters.
- Advise on the appropriateness and adequacy of the risk management control function, including IT risk.
- Effective implementation and maintenance of the Compliance function in the broader framework of NAMCODE and applicable legislation .
- Design and implement compliance policies and programs in line with relevant legislation and internal policies and procedures.
- Assist in the development of and management of processes and tools to identify and evaluate business area risks and controls.
- Initiate and facilitate risk management discussions at management level through the Risk Management Committee.
- Manage the process for elevating control risks to more senior levels when appropriate.
- Ensure that policy custodians review all policies falling within their area of responsibility, and that such reviews be done annually or as and when required.
- Undertake compliance monitoring and draft compliance reports on findings to line managers.
- Draft compliance awareness materials which will be electronically communicated to all staff members of

Agra.

- Create a database for the record-keeping and maintenance of Agra contracts.
- Conduct compliance training and / coordinate the training of compliance matters by the policy custodians.
- If and when required, effective organisation, planning and administration of meetings (Management, Exco, Board, Audit and AGM meetings)
- Keeping of registers:
  - o Board resolutions
  - o Exco resolutions
  - o Contracts
- Attends to general enquiries of internal/ external clients regarding shareholding and dividends
- Safe keeping of share certificates.

### QUALIFICATIONS & ATTRIBUTES:

- Namibian citizenship
- A Grade 12 certificate
- A relevant Bachelor's degree in Accounting and / or Legal, Compliance Management / Risk Management
- A minimum of 5 years' experience in risk management
- Proven working experience as a Risk & Compliance Officer
- Membership with the Compliance Institute of South Africa or Institute of Risk Management Southern Africa would be a distinct advantage
- Certification in Risk Management Assurance will be an added advantage
- Advanced computer skills on MS Office, accounting software and databases
- Ability to compile detailed reports
- Sound knowledge in relevant laws, rules and regulations
- High attention to detail and excellent analytical skills
- Sound independent judgement
- Self-driven and ability to work independently
- Effective communication and consultative skills
- Proficiency in English and Afrikaans (written & spoken)
- Drivers licence (Code BE)

### HOW TO APPLY:

Prospective candidates should send an application letter, CV and supporting documents to:

#### AGRA Corporate Office, Human Resources Office

8 Bessemer Street, Southern Industrial, Windhoek

Fax: 061 290 9207

Email: [humanresources@agra.com.na](mailto:humanresources@agra.com.na)

**Agra Ltd. is an equal opportunity employer and suitably qualified Namibian citizens from designated groups as defined in the Namibian Affirmative Action Act (1998), are encouraged to apply.**

**CLOSING DATE:  
18 September 2020**

