



SENIOR MANAGER: IT GOVERNANCE, RISK & COMPLIANCE

(Payclass 12)

Information and Communication Technology Services Department

The University of Cape Town (UCT) has consistently been ranked as the No.1 public university in Africa and is currently ranked within the top 10% of universities internationally, by the Times Higher Education World University Rankings.

This achievement reflects the institution's leadership, the quality of its Teaching & Learning and Research programs, and the commitment to service delivery by its various professional and administrative support services (PASS) departments.

In line with its commitment to sustainable growth and good governance, the university is seeking to augment its IT GRC capacity with an experienced GRC specialist in the IT Governance Support Services (GSS) division within its Information & Communication Technology Services (ICTS) department. The GRC Specialist will be contracted for 6 months, on a fixed-term contract basis and will report to the Director: GSS.

The environment is results-driven and one where team members are trusted, supported, and empowered to grow, where healthy work-life balance is promoted, contributions are valued, and achievements are celebrated.

A hybrid, remote working model is on offer, and while some onsite meetings at the Cape Town-based offices may be required, most of the work and engagements will be conducted remotely / virtually via the Microsoft Teams platform.

The ideal candidate will: have excellent verbal, written and inter-personal communication skills with the ability to develop strong stakeholder relationships and manage expectations; be service-oriented and results-driven with a track record of delivery with attention to detail and within agreed timelines; have strong analytical thinking and problem-solving skills; be skilled at planning, time management and coordinating activities; demonstrate high levels of enthusiasm, initiative and adaptability; have a track record of accountability, following through on commitments and driving tasks through to completion; work well independently and as part of a closely-knit team, contributing toward the team's performance and growth.

Purpose of the Position:

The Senior GRC Manager will play a pivotal role in supporting the Director: GSS in establishing and maturing the University's IT GRC processes and practices with a focus on the following Key Performance Areas (KPA's):

KPA's:

1. GRC Projects:

- Serve as the Business Lead on GRC-related projects (as directed);
- Assist with Scoping, Planning, Execution and Monitoring of GRC-related projects – e.g.
 - IT Disaster Recovery Project
 - IT Vendor Governance Project

2. IT Governance:

- Lead the definition and implementation, working closely with the ICTS BI/Reporting Analyst, of Key Performance Indicators across the ICTS department, aligned with industry-accepted IT Governance standards (e.g. COBIT, ISO 27004 etc.);
- Lead the development of RACI matrices for various IT processes;
- Facilitate the development and documentation of IT-related policies, standards and procedures.

3. IT Risk & Issues Management:

- Facilitate the ICTS departmental Risk Management Forum (RMF);
- Facilitate the Identification, Assessment and Mitigation of ICT risks, through ongoing engagement with the ICTS Directorate & members of the RMF.
- Facilitate the maintenance of the ICTS Risk and Issues Register
- Provide specialist support / guidance in the design of risk mitigation plans



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- Monitor the implementation of risk mitigating controls

4. IT Processes and Controls:

- Lead the design and implementation of a risk-informed system of IT Controls in the ICTS department that is aligned with best practice industry standards and frameworks (e.g. COBIT 2019, ISO 27001/27002, ISO 27031, ISO 22301. ITIL, TOGAF, NIST SP 800-53, CIS Critical Security Controls (CIS CSC), POPIA, etc.).
- Lead the review and monitoring of compliance with approved business processes and control frameworks within the ICTS department.

5. IT Quality Assurance & Compliance Management:

- Facilitate internal departmental reviews and assessments against adopted standards (e.g. COBIT 2019, ISO 27001 etc.) to assist with compliance management and the improvement of IT / business processes.
- Assist with quality assurance reviews of IT Projects, within the ICTS project office, against project management industry standards adopted.
- Facilitate Compliance reviews and testing procedures.

6. Internal / External Audits:

- Oversee activities by ICTS units to meet the requirements of internal and external audit reviews;
- Oversee and monitor remediation plans / projects / activities in response to audit findings.

7. Reporting:

- Produce GRC-related management reports for various Governance and Management structures.

Requirements for the GRC Specialist / Consultant:

1. At least an NQF-6 qualification in Information Systems, IT Management, Computer Science, Business Studies, or a related field; plus
 - An Industry recognized certification in IT Governance, or IT Risk Management, or Information Security Management or Information Systems Auditing; plus
 - At least 8 years of relevant experience in IT Governance, Risk & Compliance (IT GRC) management in an enterprise (large/complex) IT environment;
2. A proven track record of assessing the system of IT controls and facilitating the design, implementation, testing and monitoring of IT Controls;
3. Good knowledge of IT Governance and IT Risk Management frameworks;
4. Good knowledge of Information Security frameworks;
5. A track record of effective project and people leadership;
6. Strong planning, organizing, coordinating and work management skills;
7. Strong elicitation, facilitation and communication skills;
8. Strong analytical and problem-solving skills;
9. Excellent inter-personal skills with the ability to build and maintain strong relationships with diverse stakeholder groups (e.g. from executive management through to technical staff);
10. Good business acumen;
11. Excellent English Oral and Written communication and Presentation skills;

Remuneration:

- The annual remuneration package for this position (including benefits) within the FY2022 salary bands, is negotiable between R961,360.00 and R1,131,011.00 per annum.
- The above salary band may be adjusted in 2023 in line with agreed annual salary increases.

To apply, please e-mail the below documents in **pdf format** to: icts-jobs@uct.ac.za



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- UCT Application Form (download via <https://www.forms.uct.ac.za/hr201.doc>)
- Cover letter;
- Curriculum Vitae (CV);
- Copies of relevant qualifications and certifications;

An application which does not comply with the above requirements will be regarded as incomplete and will not be considered. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone: 021 650 3012
Reference number: E23226

Website: www.icts.uct.ac.za
Closing date: 10 March 2023

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.