



ANALYST: IT GOVERNANCE, RISK & COMPLIANCE (IT GRC)

(2.5-years contract position)

INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

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 commitment to good, ethical leadership, continual striving toward excellence, the quality of Teaching & Learning, and Research programs, and the commitment to service delivery by the various professional and administrative support services (PASS) departments.

In line with its commitment to sustainable growth and good governance, the university is seeking to employ an IT Governance, Risk & Compliance (IT GRC) Analyst in its Information & Communication Technology Services (ICTS) department on a 2.5 years, fixed-term contract basis. This role reports to the Senior GRC Manager in the IT Governance Support Services (GSS) division of the ICTS department.

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. The successful candidate would be expected to avail themselves for occasional, in-person engagements at the Cape Town-based offices, but most of the work and engagements are conducted virtually.

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 within agreed timelines and with attention to detail; 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, taking ownership, 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 IT GRC Analyst will play a pivotal role in supporting the senior GRC manager in maturing the IT GRC processes and practices by assisting with: (i) IT policies, procedures, and processes; (ii) IT Risk Management; (iii) Assurance Reviews; (iv) various GRC-related projects; (v) Management Reports.

Main Duties and Responsibilities include:

- GRC Projects:
 - Assist with the scoping, planning, execution and monitoring of certain GRC-related projects.
- IT Governance:
 - Assist with the definition and implementation of Key Performance Indicators across the ICTS department;
 - Assist with the development of RACI matrices for various IT processes;
 - Assist with the development and implementation of IT-related policies and procedures.
- IT Risk Management for Operational & Project risks – periodic support of:
 - Identification & assessment of IT risks
 - Monitoring the implementation of risk treatment actions.
 - Maintenance of the risk and issues registers
- IT Assurance Management:
 - Support of internal audits and assessments against adopted standards (e.g. COBIT, ISO27001 etc.) to assist with compliance management and the improvement of IT / business processes.
 - Assist with assurance reviews of IT Projects within the ICTS project office
- IT Processes and Controls:
 - Support of the design and implementation of IT Processes and Controls within the ICTS department aligned with adopted standards and frameworks.
 - Assist with conducting reviews and monitoring compliance with approved business processes and control frameworks within the ICTS department.

- Internal / External Audits:
 - Co-ordination of activities required to fulfil the requirements of internal and external audits.
- Reporting:
 - Assist with the ongoing refinement / improvement of GRC-related dashboard reports.
 - Assist with the preparation and dissemination of GRC management reports, ensuring deadlines are met.

GRC Analyst Requirements include:

Requirements:

- An Information Systems or IT-related qualification at a minimum NQF level 6 (National Diploma or Advanced Certificate).
- A minimum of 5 years' relevant IT GRC experience in an enterprise (complex) environment.
- A thorough understanding of:
 - An IT Governance framework – e.g. COBIT
 - an industry-recognised Risk Management framework
- Good English verbal and written, business communication skills
- Proficient in the use of the Microsoft Office suite.

Additional / Advantageous Requirements:

- One of the following certifications: M_o_R, CRISC, CGEIT or an IRMSA-endorsed Risk Management certification.
- COBIT Certification (IT Governance & Management Framework)
- Project Management skills and experience in the use of an industry-recognised Project Management methodology.
- Good presentation and facilitation skills.
- Strong planning, organising, and coordinating skills.
- Good inter-personal and relationship-building skills.
- Strong negotiation and influencing skills.

To apply, please e-mail the below documents in a **single PDF file** to: icts-jobs@uct.ac.za

- Application Form
- Cover letter, and
- Curriculum Vitae (CV)

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

Telephone: 021 650 3012

Website: www.icts.uct.ac.za

Reference number: E23702

Closing Date: 17 July 2022

"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.