



**VACANCY**  
**RISK COORDINATOR, STELLENBOSCH**

**Position Title:** Risk Coordinator  
**Duration:** Permanent  
**Location:** Head Office, Stellenbosch

**BACKGROUND**

Peace Parks is a non-profit conservation organization that specializes in conservation at scale through the development of Transfrontier Conservation Areas and the long-term management of key protected areas in partnership with government conservation agencies and communities within these landscapes. We currently focus on the development of five priority transboundary landscapes measuring over 65 million hectares throughout southern Africa and the co-management of ten national parks and protected areas covering over 5.2 million hectares.

**1. PURPOSE OF THE JOB**

Under the supervision of the Risk and Compliance Manager, the Risk Coordinator will be responsible for facilitating the risk management process within PPF operations. S/he will be responsible for maintaining the existing risk management framework, through the identification of risk, implementing risk mitigation strategies, and promoting a culture of risk awareness across the organisation.

**2. KEY PERFORMANCE AREAS (KPA'S)**

**2.1. Risk Identification and Assessment**

- 2.1.1. Facilitate the identification and assessment risks that may impact PPF's operations, objectives, and reputation.
- 2.1.2. Update and maintain existing risk registers that document the identified risks, their potential impact, and likelihood.

**2.2. Risk Mitigation and Control**

- 2.2.1. Facilitate the development of risk management strategies and action plans to mitigate, transfer, or control identified risks.
- 2.2.2. Monitor the effectiveness of risk mitigation measures and adjust them as necessary.

**2.3. Risk Reporting**

- 2.3.1. Prepare regular reports on PPF's risk exposure and communicate them to the relevant teams.
- 2.3.2. Provide periodic updates to the Risk and Compliance Manager regarding significant risk developments and assist in the preparation of the annual risk report.

**2.4. Compliance and Regulation**

- 2.4.1. Stay informed about relevant laws, regulations, and industry standards related to risk management.
- 2.4.2. Ensure the organisation's risk management practices are compliant with applicable laws, regulations, and best practice.

## 2.5. Risk Communication and Capacity Building

- 2.5.1. Foster a risk-aware culture within the organisation by promoting open communication and awareness of risks at all levels.

## 3. Working Relationship

- 3.1.1. **Internal:** Work closely with all Departments, Projects, and Operations.
- 3.1.2. **External:** Interacts, when required and under the guidance of the R&C Manager, with PPF Network, other organisations, and donors.

## 4. Minimum Working Requirements

- 4.1.1. **Qualifications:** Bachelor's degree in business administration, risk management, or a related field.
- 4.1.2. **Experience:** The candidate must have a minimum of 3-5 years of experience in the field of risk management or other related areas. The individual must have a sound knowledge of risk management frameworks and risk assessment methodologies. Experience of working with field-based conservation and development initiatives is desirable.
- 4.1.3. **Skills and Abilities:**
- Excellent English language skills.
  - Good knowledge and skill in Microsoft office packages.
  - Excellent cross-cultural and people skills and the ability to facilitate risk reviews across various departments, programmes, and projects.
  - Adaptive Management Skills.
  - Strong communication, coordination, and facilitation skills.
  - Strong negotiating and analytical skills.
  - Ability to work in a multidisciplinary and multicultural organisation.

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position and a Curriculum Vitae, with full address, telephone number, email address and contact details of at least three contactable references. These should be submitted by **31 January 2023**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:

Human Resources

Email: [applications@peaceparks.org](mailto:applications@peaceparks.org)

**SHORTLISTED CANDIDATES** will be contacted to attend an interview. Should you not hear from us within two weeks from the closing date, your application was unsuccessful.