



Regional Risk Manager

SOUTH AFRICA

Key Responsibilities

The main role of the Risk Manager is to oversee, monitor and measure compliance to the OHSAct requirements for all Singita Properties.

- Reports to the Operations Director.
- Collaborate with GMs, TSMs, Lodge Managers, Project Manager, Internal Auditor, Insurance Auditor and Environmental Teams.

Main Objectives:

- Designing/enhancing and implementing an overall risk management process for the organisation, which includes an analysis of the financial impact on the company when risks occur.
- Performing a risk assessment: Analysing current risks and identifying potential risks that are affecting the company.
- Performing a risk evaluation: Evaluating the company's previous handling of risks and comparing potential risks with criteria set out by the company such as costs and legal requirements.
- Establishing the level of risk that the Group is willing to take.
- Preparing risk management and insurance budgets in conjunction with the Property GM.
- Risk reporting tailored to the relevant audience. (Educating the board of directors about the most significant risks to the business; ensuring business heads understand the risks that might affect their departments; ensuring individuals understand their own accountability for individual risks)
- Creating business continuity plans to limit risks.

Key Responsibilities

- Conducting policy and compliance audits, which will include liaising with internal and external auditors.
- Maintaining local records of insurance policies and claims.
- Building risk awareness amongst staff by providing support and training within the company
- Support the development of OHS policies and programs.
- Review existing policies/SOP and measures and update according to legislation.\
- Record and investigate incidents to determine causes and implement preventative action.
- Ensure operations continuously comply with company policies and SOPs.
- Compliance with Health and Safety legislation is maintained.
- Ensure health and safety findings from audits are resolved and not repeated.

More details on the second page.

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Skills & Experience

Organisation:

- Enhance the taking of “ownership” of the management of the programmes on-site, and implementation and monitoring of the same.
- Entrust internal/external audits are actioned by the lodge teams – in collaboration with the contracted auditors.
- Utilisation of Policies and Objectives to set SOPs at Departments / Lodges and ensure a consistent approach to FLS Management is achieved across all operations.
- Random Sample/Conformance Measurement.
- Custodian of a FLS Report “score sheet” on HOD’s management.
- Facilitating the “Hand Over/Take Over” procedures on change in Operational Management.
- Upkeep of the Risk Register.

Fire:

- Corroborate that Fixed Fire Protection systems are installed and operational in all lodges.
- Boost Shishangaan Hydrant system quality standard.
- Cross-check fire alarm and detection systems.
- Maintain fire preparedness level:
 - Fire Stations and equipping and managing the stations.
 - Systems in the servicing and maintenance of equipment to be reassessed.
- Electrical Reticulation on-site with recognised COC’s verification audits prior to sign off.

Skills & Experience

- LPG: Monitoring systems and installations on site with LPGSA verification audits prior to sign off.
- Monitoring of contractors on site – what is required in terms of monitoring FLS standards on site that could result in major risks – in conjunction with the Project Manager.
- Standards regarding trimming of overgrowth/fuel load within the lodge environments; to what length and what width at all premises and infrastructure to be set and monitored.

Health and Safety:

- Monitor and measure compliance to the OHSAct requirement for the lodges. Highlight concerns to the Operations Director any potential risks to Singita for non-conformance.
- Coordinate, attend and review all minutes of all Risk, Security and H&S meetings at the lodges. GM’s must sign off minutes, which must be copied to the CEO and Ops Director for information and “signing off” by the CEO.
- Review of Organisation and management of the H&S programmes at all operations.
- Recognise and highlight the risk of specific layouts (e.g. handrails, balustrades) and other protective measures to Operational Management; to be discussed with the Style & Design teams.
- Highlight dangerous places/conditions for staff whenever required.
- Monitor hygiene and maintenance of Staff / Guest Ablutions.

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Skills & Experience

- Health & Safety, Environmental or Technical Tertiary Degree/Diploma, qualification.
- Significant experience as a Safety Officer.
- Fire Boss qualification.
- Technical or maintenance background preferably.
- Knowledge of potentially hazardous practice.
- Knowledge and experience of Occupational Health and Safety act.
- Knowledge of fire safety practices.
- A good Health & Safety ethics.
- Currently hold a senior role.
- Flexible and comfortable traveling to the Singita properties.
- Attention to details and ability to manage time.
- A clear understanding of basic labour law.
- Strategic thinker and developer.
- Demonstrated commitment to integrity, quality, customer service and uncompromising ethical standards.
- Understanding of operational procedures (e.g.: housekeeping, maintenance).
- Skilled in report writing and understanding numbers.
- Sound financial acumen.
- Flexibility, resilience, and a cooperative and motivating manner.
- Citizenship or valid working visa.

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