

Gauteng Partnership Fund Internal and External Vacancy Advertisement

Title of Job: Compliance Officer
Grade / Level C (Paterson)
Location: Sandton
Salary: Market related
Closing Date: 3 July 2020
Reference Number: CO2020

Overall Responsibility: To ensure that GPF complies with all relevant statutory and regulatory requirements which relate to it, as well as providing the GPF with legal advisory services and training on current and upcoming legislation

Key Performance Areas:

1. Compliance Management
 - Design, develop and implement compliance frameworks
 - Develop a comprehensive compliance programme that is integrated with the GPF's strategic planning process
 - Develop or review compliance framework
 - Ensure and development of appropriate compliance awareness
 - Ensure development of compliance strategy and plans
 - Deliver compliance-related awareness and training interventions
2. Ensure Compliance and Create Awareness with Stakeholders to promote a Compliance Culture
 - Identify, assess and prioritise all the applicable legislation
 - Identify and analyse the GPF compliance universe
 - Facilitate workshops with relevant business units to categorise and assess the applicable compliance requirements in order to prioritise and categorise
 - Apply Generally Accepted Compliance Practice when monitoring and advising on the compliance universe
 - Research compliance requirements in relation to the GPF
3. Assurance and Monitoring
 - Develop the compliance risk identification matrix
 - Develop the compliance risk prioritisation index to categorise and prioritise and classify the applicable legislation to the GPF (compliance process phase 2)
 - control optimization and risk management plans for applicable legislation (compliance process phase 3)
 - Develop compliance risk monitoring plans and reporting tools for all applicable legislation and reporting (compliance process phase 4)
 - Develop a compliance monitoring plan and compliance programme
 - Create awareness and knowledge of compliance
4. Build and Maintain Stakeholder Relationships
 - Represent the GPF on governance compliance related matters and various forums
 - Manage and ensure all internal and external compliance reporting requirements are adhered to
 - Prepare reports to be presented to the Audit & Risk Committee of the Board
5. Compile Compliance Reports
 - Determine the governance requirements relating to compliance reporting
 - Determine reporting stakeholders (to the executive committee, audit & risk committee and the board)
 - Determine governance requirements relating to compliance reporting
 - Determine the Compliance Reporting Requirements to stakeholders and regulators / supervisors in terms of regulatory and/or GPF requirements
6. Determine, Manage and Maintain a Compliance Reporting Processes
 - Advice and allocate responsibility for the submission of reports to designated persons

- Collect, collate and analyse input from management and stakeholders within submission deadlines
- Manage and ensure all internal and external regulatory reporting requirements are adhered to
- Present reports to Executive Management and to the Audit and Risk Committee of the Board
- Keep records or track of the reports submitted

Qualification & Experience: Degree in Law • Minimum 5 years' relevant experience in the financial services and/or the public sector • a solid track record in working in the Compliance Management

Competencies: Strong legal and commercial acumen • Knowledge of relevant legislation and regulations • Compliance Management Principles and Processes Management of the Compliance Risk Management Plans • Knowledge and interpretation skills of all applicable legislation to the GPF business and ability to communicate these at all levels • Expertise in strategic and business planning, budget management, project management, general management • Strong and decisive leadership, good interpersonal skills • Policy development • Excellent communication skills • Ability to be proactive and innovative.

GPF is an equal opportunity, affirmative action employer. Preference will be given to candidates whose appointment will enhance representation in accordance with the approved employment equity plan.

Correspondence will be limited to shortlisted candidates only. If you do not hear from us within two months of the closing date, please regard your application as unsuccessful. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by GPF. GPF reserves the right not to fill an advertised position. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). **Applications to be sent to careers@gpf.org.za by no later than close of business on Friday, 3 July 2020**

