



VACANCY

REFERENCE NR	:	LCR_08_2018
JOB TITLE	:	Consultant: Legal Compliance & Regulation
JOB LEVEL	:	D2
SALARY	:	R 487 405 - R 812 342
REPORT TO	:	Senior Manager: Legal Compliance & Regulation
DIVISION	:	Office of the CEO
DEPT	:	Legal Services
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

To assist with, enable, facilitate, and monitor the effective management of compliance risk in SITA.

Key Responsibility Areas

Maintain compliance policies, manual and standards to facilitate compliance with legislation;

Updating the Regulatory Universe;

Facilitating the development of Compliance Risk Management Plans (CRMPs);

Monitoring the level of compliance with legislation on an ongoing basis;

Facilitating maintenance of a breach register; and

Training staff on Regulatory requirements

Qualifications and Experience

Minimum: LLB; Admitted as an Attorney or Advocate.

Experience: **6 - 7 years'** experience in a corporate environment of which 2 years should be in a Compliance Officer/Official position. Experience in an audit or risk environment will be an added advantage. Membership of CISA will be an added advantage.

Technical Competencies Description

Knowledge of: Updating SITA's Regulatory Universe; Facilitating the development of Compliance Risk Management Plans; Monitoring the levels of compliance; Facilitating maintenance of a breach register; Training staff on Regulatory requirements; Good knowledge of Compliance and regulation and a proven record of its application in Corporate environment.

Skills: Good interpersonal skills; Communication skills; Report Writing skills; Training skills; Strong business acumen; and High level of accuracy and attention to detail

Other Special Requirements

Business travelling

How to apply

Kindly send your CV to sophia.recruitment@sita.co.za

Closing Date: 13 September 2018

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- **CV`s from Recruitment Agencies will not be considered.**