



## VACANCY

REFERENCE NR	:	VAC01689/22
JOB TITLE	:	Lead Consultant: Legal Compliance and Regulation
JOB LEVEL	:	D4
SALARY	:	R 845 277 – R 1 267 915
REPORT TO	:	Chief Technical Consultant
DIVISION	:	National Consulting Services
DEPT	:	Technical Consulting Services
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	2 Years fixed term contract (Internal & External)

### Purpose of the job

To support the business on legal compliance and regulation by developing compliance guidelines, policies and practices throughout the Department of Defence (DOD)

### Key Responsibility Areas

- Develop ICT Governance and Legal compliance policy, strategy and processes to ensure the DOD remains compliant to all relevant regulation
- Provide consulting services regarding regulatory compliance requirements, including analysing policies, laws and regulations to determine compliance requirements
- Monitor and enforce compliance through continuous compliance assessment and reporting
- Develop reports to DOD CMIS management to escalate non-compliance or provide assurance of the level of compliance with respective regulation
- Co-ordinate the budgeting process and planning in the unit and monitor/control the unit budget so that the expenditure is within the approved budget.

### Qualifications and Experience

**Minimum:** 3-4-year National Higher Diploma / National First Degree in a relevant discipline / NQF level 7 or a verified / certified alternative equivalent such as BCom Law, LLB, BJuris, BProc. Compliance Officer certification (advantageous).

**Experience:** 8 - 9 years practical experience in an ICT and/or information security environment dealing with ICT legal compliance and regulation including 3 years in a management position.

### Technical Competencies Description

**Knowledge of:** Law interpretation. A sound knowledge of drafting of legal documents, legal compliance and understanding of the laws. Demonstrated ability of conducting legal research for solutions. Good knowledge of Compliance and regulation and a proven record of its application in Corporate environment. Legal drafting skills Negotiation skills. Corporate governance.

Skills: Enterprise ICT Governance (Policies & Legislation); Corporate Governance.

**Leadership Competencies:** Collaboration, Communicating and Influencing, Honesty, Integrity and Fairness, Outcomes driven, Creative Problem Solving, Decision-making.

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Analytical thinking, Disciplined, Resilience.

#### **How to apply**

1. To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://www.eservices.gov.za) and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For queries/support contact the following people: [Prudence.masola@sita.co.za](mailto:Prudence.masola@sita.co.za), [Masoko.Rallele@sita.co.za](mailto:Masoko.Rallele@sita.co.za) and [Zanele.sompini@sita.co.za](mailto:Zanele.sompini@sita.co.za)

**CV`s sent to the above email addresses will not be considered.**

**Closing Date: 14 December 2021**

#### **Disclaimer**

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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 accepted
- CV`s sent to incorrect email address will not be considered