



VACANCY - 2017

REFERENCE NR	:	VAC00043 (Re-advertisement)
JOB TITLE	:	Consultant: Legal Compliance and Regulation
JOB LEVEL	:	D2
SALARY	:	R 651 627 - R 977 440
REPORT TO	:	Senior Manager: Legal Compliance and Regulation
DIVISION	:	Governance, Risk, Compliance & Integrity
DEPARTMENT	:	Compliance
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 Area

- Maintain compliance policies, manual and standards to facilitate compliance with legislation.
- Updating the Compliance 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.
- Training staff on Regulatory requirements
- Drafting Compliance Reports

Qualifications and Experience

Minimum: LLB, BProc or B.Juris Admitted as an Attorney or Advocate; Certificate in Compliance Management

Experience: 6 - 7 years' experience in a Compliance environment of which 2 years should be in a management position.

Technical Competencies Description

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, Excellent report writing skills, Experience in supervising staff and a proven record of its application in Corporate environment.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";

5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour;
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za **OR call 080 1414 882**

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

Closing Date: 07 April 2025

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.