

Job Specification

Job Title	Compliance and Risk Officer
Category	Permanent Position
Division	Office of the CEO
Reporting To	Company Secretary
Job Level	Paterson Grade C4
Job Purpose Statement	To ensure compliance with all relevant legislation and regulations and assist with the monitoring of risk and controls within DTPC.
Key Performance Areas	<p>Risk</p> <ul style="list-style-type: none"> ● Attend quarterly sessions with risk champions to assist with the identification, recording of all risks and controls in the risk register. ● Where required by the executive of the operational areas perform ad hoc reviews to ensure controls are operating as required. ● Conduct reviews of controls and evidence retained to support controls working effectively. ● Conduct risk assessment of projects on ad hoc basis. ● Assist in investigations where required. ● Issue reports for use by relevant Executives. <p>Business Continuity</p> <ul style="list-style-type: none"> ● Assist to implement business continuity procedures at Dube TradePort Corporation. <p>Management of service providers contracts</p> <ul style="list-style-type: none"> ● Manage the services of service providers who are procured from time to time to ensure that goods and services procured are received as required and invoiced at agreed upon rates. <p>Compliance</p> <ul style="list-style-type: none"> ● Record a legislation applicable to DTPC on the Compliance table of laws and regulations. ● Work with the various departments ensuring that their policies, procedures and risk identification take account of existing legislation and changes thereto. ● Collate regular updates of all relevant regulations, legislation, practice notes, etc. from the relevant departments within DTPC.

**Qualifications,
Experience,
Knowledge,
Skills and
Competencies
Required**

- Conduct periodic compliance reviews as requested by the relevant executive to test compliance with all relevant legislation regulations and within DTPC where this is not already covered by internal, external audit or other external assurance providers.
- Design and conduct procedures to test for compliance with DTPC policies and procedures across operational areas where this is not already covered by internal, external audit or other external assurance providers.
- Obtain information from the respective compliance champions to ensure all significant risks and controls as contained in the legislation are recorded in the risk register.
- Perform ad hoc compliance reviews as required.
- Issue monthly reports for use by the relevant executives of each division.
- Assist with review of due diligence reviews as carried out on investors and tenants.

B-BBEE

- Collect and collate evidence pertaining to B-BBEE scorecard and B-BBEE Implementation Plan from relevant user departments on monthly basis to ensure constant monitoring of scorecard.
- Assist with co-ordination of the evidence for the annual BBEE scorecard verification.

- Degree or equivalent in Internal Audit, Risk Management, or similar field
- 3 years related experience
- 3 years post articles experience working within an audit/compliance environment
- MS Office Suite
- Attention to Detail
- Good planning and organizing skills
- Ability to engage at all levels
- Strong negotiation skills
- Analytical and numerical skills
- Well structured and logical
- Professional excellence
- Excellent verbal and written communication skills

Opening Date	25 August 2019
Closing Date	8 September 2019
Employment Equity	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTTC's Employment Equity Plan.
Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; and ● Verification Checks.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings, if relevant to position; ● Qualifications; ● Reference Checks; ● South African citizen; and ● Positive verification of current remuneration package.
Remuneration and Benefits	<p>R424,855 – R594,798 Annual Basic Salary.</p> <p>R506-15 Medical Aid Allowance per month.</p> <p>Company Contribution to Provident Fund and Approved Group Risk Benefit.</p> <p>Non-guaranteed performance bonus.</p> <p>20 Working days leave per annum.</p>
Application Forwarding Details	HR@dubetradeport.co.za