

Vacancy

Closing date of applications: 16 May 2018

Date of the advert: 06 May 2018

Position: Compliance Officer (Ref: CO0005)
Department: Operations
Location: Blackheath, Randburg
Reporting to: Chief Operations Officer (COO)
Remuneration: Market Related

Introduction:

FASSET is the Finance and Accounting Services Sector Education and Training Authority (SETA). Over 20 SETAs were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a Seta include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for the Compliance Officer position.

Purpose: Reporting to the Chief Operations Officer the incumbent will be responsible project management, pre and post launch compliance audits of sites

Key Responsibilities

- Project management – perform initial and detailed project plans; draft compliance related programs per project in line with the risk assessment regarding adherence to legislations.
- Perform and document work in line with the compliance guidelines and control environment within FASSET.
- Pre and Post launch compliance audits of sites.
- Preparation of compliance audit reports and recommendations to sites and follow-up of recommendations.
- Perform internal compliance self-audits to determine level of compliance by the entity.
- Internal audit reports and recommendations and follow-up of recommendations.
- Assist in ensuring full compliance of the SETA legislative reporting responsibilities
- Maintain the compliance procedures and manuals
- Maintain a compliance framework in collaboration with the relevant stakeholders
- Administrative support to the COO
- Compliance with all company policies and procedures.
- Liaison with all relevant internal and external parties and stakeholders.
- Assist in conducting the review of the tender process to ensure full compliance with applicable prescripts.
- Fully capacitate the section and ensure adequate allocation of resources and advise where resources are need to ensure achievement of compliance responsibilities.
- Participate in fraud prevention, detection and investigations.
- Monitor if responsible manager adhere to acceptable compliance requirements for contracts administration and agreements to ensure irregular expenditure is avoided.
- Assist the COO in monitoring compliance to the set performance target as indicated in the Annual Performance Plan (APP) and Strategic Plan.
- Provide advisory to FASSET management on all the compliance related issues.
- Provide support and advice to the governance structures (the Board and it's committees) on all compliance related matters.

Qualifications Requirements and Experience

- A Degree in Compliance, Legal or Audit environment is required
- At least 5 years compliance and/or auditing experience in the public sector environment,
- Excellent report writing skills and proficiency in MS Word and MS Excel
- Adhere to strict confidentiality requirements.
- Background of auditing compliance with laws and regulations governing the public entities will be an advantage.
- Knowledge of the public sector compliance environment is required and experience in the SETA space will be advantageous. These include but not limited to knowledge of the PFMA, Treasury Regulation, National Treasury Frameworks & Guidelines, Skills Development Act, Skills Development Levies Act, Labour Relations Act, Basic Conditions of Employment Act, King Report on Corporate Governance among other.
- Experience in implementing compliance duties including monitoring of policies implementations is desirable.

Knowledge, Skills and Competencies

- Project Management knowledge
- The ability:
 - To work independently
 - To express potential through adaptability, initiating action, work standards, innovation and stress tolerance.
 - To interact effectively through communication, building customer loyalty and trust, managing conflict, negotiation and gaining commitment.
 - To achieve goals by contributing to team success, follow-up, and facilitating change

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.

Particulars of advertiser:

Tiana Business Consulting Services (Pty) Ltd was appointed to handle the responses for this position.

Email: complianceofficer@tianaconsulting.co.za

Enquiries must be directed to the Human Resource Support Manager – Viola Nzou on 011 431 1354.

- **Please quote the above position name on all correspondence relating to this advert.**
- **Correspondence will only be entered into with shortlisted candidates. Should you not hear from us within 30 days after closing date of advert, please consider your application unsuccessful.**
- **FASSET reserves the right not to fill any vacancies.**
- **All shortlisted candidates will be subjected to criminal checks, some interviewed candidates will be subjected to competency assessment.**
- **This is a contract position until 31 March 2020 in line with the re-establishment of SETAs by the Minister of Higher Education and Training**