SMALL ENTERPRISE DEVELOPMENT AGENCY

a member of the dti group

JOB PROFILE			
JOB TITLE	Compliance Officer (National Office)		
REPORTING TO	Consultant: Compliance		
JOB GRADE	C5	**Minimum**	**Maximum**
		R377 077	R510 163
MAIN PURPOSE OF THE JOB	To ensure that Seda National and Provincial offices comply with laws of the Republic and policies approved by the Board are properly implemented by management.		
NO. OF INCUMBENTS	05 (2 x for National office)/ (3 x for Provincial offices)		
LOCATION	All Positions will be based at National Office : Hatfield, Pretoria		
REQUIRED MINIMUM EDUCATION	❖ Three year tertiary qualification in Law, Finance or relevant qualification		
REQUIRED MINIMUM EXPERIENCE	❖ 3-5 years' experience in Legal and Compliance management		
KEY PERFOMANCE AREAS	❖ Assist in setting Compliance strategy ❖ Collaborate with the management in developing and implementing compliance manual and policy ❖ Compile compliance and legal reports, and liaise with the relevant regulatory bodies ❖ Train and educate Seda staff on compliance ❖ Raise Compliance Awareness Amongst Staff ❖ Monitor Compliance and Conduct Audits ❖ Investigate reported non-compliance incidents and report thereon ❖ Publish Compliance Articles ❖ Any other duties in support of Senior Manager		
PREFFERED MINIMUM KNOWLEDGE AND SKILLS	❖ Communication (verbal and written) skills ❖ Computer literate. ❖ Interpersonal Skills		

	❖ Listening Skills ❖ Planning and Organising Skills
CRITICAL COMPETENCIES	❖ Independence ❖ Attention to details ❖ Analytical Thinking
ADDITIONAL COMPETENCIES	❖ Innovative ❖ Team Work ❖ Project Management ❖ Time Management

Closing Date: 21 April 2015

To apply, please send your application to realignmentceo@seda.org.za

The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful