

06 May 2024
POSITION:
GRADING:
C/C:

BULLETIN NR. 0975/2024
Compliance Officer (Pos No. 3710)
Level MML
10455000 – Legal, Risk and Compliance

PURPOSE OF THE JOB:

To ensure that the company and its employees comply with all relevant laws and regulations. As a Compliance Officer this would more specifically include the identification of regulatory requirements to be included in the regulatory universe, providing advice to management on the interpretation and application on all applicable new and existing legal and regulatory requirements and ensuring that such requirements are duly implemented and documented.

QUALIFICATION; EXPERIENCE AND EXPOSURE:

Minimum Requirements:

- Legal / commercial / audit qualification
- Compliance Practitioner (CPRAC) Qualification (Advantageous)

Experience:

- 5-years' experience in compliance or risk management or a related field
- Experience in either compliance monitoring or business process auditing activities in a chemical/mining manufacturing or related industries.

Knowledge:

As a Compliance Officer, you would need to have a

- Strong understanding of relevant laws and regulations as they apply to the company and industry, as well as
- Experience in developing and implementing compliance policies and procedures,
- Conducting audits and risk assessments and providing training and guidance to employees on compliance issues.
- Additionally, strong leadership and communication skills are essential for effectively reporting compliance violations to senior management and overseeing investigations.
- General Business Management knowledge
- Market Analysis and Research

HEADLINE KEY RESULT AREAS:

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| <ul style="list-style-type: none"> • Managed and controlled all aspects of compliance within Foskor: <ul style="list-style-type: none"> - Develop compliance management plan. - Develop annual compliance coverage plan and annual monitoring programme. - Perform compliance assessment on all processes within the group [i.e., IT, Systems, Policies and Procedures, etc.] • Developed and maintained risk database: <ul style="list-style-type: none"> - Develop compliance risk management framework as well as methodology. - Ensure that major compliance cases, incidents are captured into the system. - Liaise with SHREQ for all incidences to be captured into system. | <ul style="list-style-type: none"> • Updated and maintained CURA Management and Compliance Risk system: <ul style="list-style-type: none"> - Manage an electronic compliance risk management system. - Set up, review and maintain SDLC for CURA system. - Train users of the system - Ensure the adoption and embedment of risk management procedures by management. • Provided reports as and when required by management, the Board and Auditors: <ul style="list-style-type: none"> - Collate relevant information. - Prepare and Present reports of high quality. • Compliance Monitoring. <ul style="list-style-type: none"> - Identification of new regulatory requirements and advising the business on such requirements. - Development of relevant policies and procedures. - Performance of any compliance monitoring. |
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APPOINTMENT WILL BE IN LINE WITH COMPANY POLICY ON EMPLOYMENT EQUITY
ENQUIRIES: M LETOABA at 015 789 2274

External applicants: Applications are to be send to recruitment5@foskor.co.za or handed to HR Department marked for the attention to Ms. M Letoaba by closing date of **15 May 2024 at 10H00**. A comprehensive CV and certified copies of qualifications will be appreciated. Should you not receive any feedback by 14 June 2024 that will mean you are unsuccessful.

Ms
M Letoaba

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