



INTERNAL AND EXTERNAL

JOB TITLE: Compliance Practitioner	SALARY GROUP: Junior	LOCATION: PRASA Corporate
DEPARTMENT: Group Legal and Compliance	POST NUMBER: TBA	REFERENCE: R&S/SCP/GLAC/254

DEPARTMENTAL MISSION To develop Compliance as a discipline that would foster a culture of compliance within PRASA. Our goal is to embed a compliance framework in order to prevent and manage risks relating to non-compliance to laws and best practices applicable to and adopted by PRASA and to support the PRASA in discharging its responsibility to comply with applicable regulatory requirements (applicable laws, regulations, rules, organisational policies and standards etc.).

OUTPUTS:	<ul style="list-style-type: none"> • Identify and manage the compliance risks and align with the strategic risk register or the risk register of the relevant PRASA Division/s • To assist the senior employees in developing internal controls associated with the identified compliance risks for e.g., the development of controls for eg key policies; standard operation procedures, process flows, etc • Manage the implementation of internal controls [including policies, standard operating procedures, and process flows] • Continuous assessment of the compliance risk internal controls • Develop and embed the compliance culture within PRASA to ensure the implementation of compliance guiding plans and methodologies, including inductions and advisory notes on compliance subjects • To execute the Compliance activities and programme for the relevant PRASA Division/s • Responsible for reporting on the Compliance Work Plan /programme of the relevant PRASA Division/s • Regular reporting to the relevant PRASA Division/s on the compliance activities of the relevant PRASA Division/s, the relevant scope of work/plan • Train and capacitate PRASA employees on Compliance issues. • Render a support service to the relevant PRASA Division/s or department in the identification and mitigation of compliance risks. • Assist the relevant PRASA Division/s / department to develop and maintain a compliance regulatory universe register indicating Compliance for Auditing purposes • Execute compliance risk management plan/s and ensure remediation of compliance risks • Provide advisory service on compliance matters • Drive awareness of compliance role and methodology • Participate in the development and review of: <ul style="list-style-type: none"> ○ regulatory policies and standards. ○ compliance regulatory universe register. ○ regulatory risk controls. • PRASA Group regulatory action agenda • Investigate and report on compliance matters • Execute compliance reviews and monitoring of key compliance risks and projects for the relevant PRASA Division/s and/or departments
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KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:
<ul style="list-style-type: none"> • Sound knowledge of compliance practice • Knowledge of managing Legislative and Regulatory Compliance • Working knowledge of the regulatory or statutory environment • Working knowledge of compliance role within a state-owned institution • Sound knowledge of commuter/ passenger regulations within public transport • Knowledge of drafting compliance risk register and risk management • Sound experience in report writing for compliance matters 	<ul style="list-style-type: none"> • Financial Acumen • Communication Skills • Planning, Organising • Systems Perspective • Transformation and Change Management • Strategic Judgement • Business Acumen • Awareness of the External Environment • Teamwork and Leadership • Data Analysis • Networking and Influencing • Knowledge and Information Management 	<ul style="list-style-type: none"> • Analytical • Attention to Detail / Detail Focused • Confidentiality • Judgement • Professionalism • Pro-active • Reliable • Work Under Pressure 	<p>MINIMUM REQUIREMENTS:</p> <ul style="list-style-type: none"> • Minimum, 3 years tertiary qualification such as B Com LLB/Law or a BTech Diploma which is relevant to the field • Registration with the Compliance Institute of South Africa or a professional compliance association would be advantageous <p>EXPERIENCE</p> <ul style="list-style-type: none"> • 3– 5 years of compliance or regulatory environment experience at the management grade level

<ul style="list-style-type: none"> • Sound knowledge of statutory interpretation • An understanding of the business objectives (strategic, business and operating model) of the different business units • Experience in managing compliance risks in the environment in which the different business units operate • Experience in drafting policies, procedures and standard operating procedures • Exposure to dealing with Regulators • Develop processes for providing updates on changes in the regulatory environment • Sound knowledge and experience of the risk-based approach to compliance • Experience in developing training material and providing training • Sound knowledge of creating management information and reporting to senior management 									
<p>Please apply by completing an internal application form and submitting this together with your complete CV to: Manager: Recruitment & Selection: PRASA, Private Bag X101, Braamfontein, 2017, Or 1st Floor, PRASA Umjantshi House, 30 Wolmarans Street, Braamfontein. For the attention of: Katileho Musa or e-mail kmusa@prasa.com</p>			<p>CLOSING DATE: 13th April 2023 <i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>						
<p>By responding to this vacancy advert irrespective as to how such information is submitted, you consent to the collection, collation, processing and storing for such information and the use and disclosure of such information in accordance with the PRASA data privacy protection policy. PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for the purpose of this disclaimer “personal information” shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, Act 4 of 2013 (“POPI”)</p> <p>A copy of PRASA’s Privacy notice is available on the website or on request.</p>									
<p>ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION</p>	<p>As per PRASA Employment Equity Plan, this position is earmarked as follows:</p>	<p>MALE</p>		<p>FEMALE</p>					
		<p>African X</p>	<p>Indian X</p>	<p>Coloured X</p>	<p>White</p>	<p>African X</p>	<p>Indian X</p>	<p>Coloured X</p>	<p>White X</p>