

INTERNAL AND EXTERNAL

JOB TITLE: Senior Compliance Practitioner (x2)	SALARY GROUP: Management	LOCATION: PRASA Corporate
DEPARTMENT: Group Legal and Compliance	POST NUMBER: TBA	REFERENCE: R&S/SCP/GLAC/253

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:

- Identify and manage compliance risks and aligned with the strategic risk register or the risk register of the relevant PRASA Division/s
- To assist the business to develop internal controls associated with the identified compliance risks e.g. development of key policies; standard operation procedures, process flow
- Manage and oversee the development and implementation of internal controls [including policies, standard operating procedures, and process flows]
- Continuous assessment of the compliance risk internal controls, assess and measure the maturity of compliance culture
- Develop and embed the compliance culture within PRASA to ensure the implementation of compliance guiding plans and methodologies, including inductions, advisory notes on compliance
- To execute the Compliance activities and programme for the relevant PRASA Division/s and /or department/s
- Engagements with businesses to monitor that all compliance findings and commitments are tracked, monitored and satisfactorily closed
- Responsible for reporting on the Compliance Work Plan /programme
- Regular reporting to business on the scope of work
- Assist Management to develop the compliance guiding plan and methodologies
- Train and capacitate PRASA employees on Compliance matters.
- Render a support service to business units in identifying and mitigating compliance risks.
- Develop and maintain a PRASA-wide compliance regulatory universe register indicating Compliance for Auditing purposes
- Develop and execute compliance risk management plan/s
- Provide advisory service on compliance matters
- Drive awareness of compliance role and methodology
- Lead and participate in the development and review of:
 - regulatory policies and standards.
 - compliance regulatory universe register.
 - regulatory risk controls.
 - PRASA Group regulatory action agenda
- Investigate and report on compliance matters
- Oversee and execute compliance reviews, quality control and projects by junior employees of key compliance risks and projects for the relevant PRASA divisions.
- Manage and assist in the management of junior employees.
- Execute compliance projects and work assigned
- Good report writing experience and ability to develop reporting dashboards
- Investigate and report on regulatory compliance matters.
- Participate in engagements and consultation discussions with Regulators
- Identify the top 10 regulatory compliance risks for the allocated/supporting business unit/portfolio.
- Support the development and implementation of management plans for the identified top 10 compliance risks.
- Compile regulatory bulletin and advisory notes on changes in applicable laws/standards

KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:
<ul style="list-style-type: none"> • Comprehensive knowledge of compliance practice • Comprehensive knowledge of managing Legislative and Regulatory Compliance • Working knowledge of the regulatory or statutory environment • Sound knowledge of compliance role within a state-owned institution • Sound knowledge of commuter/ passenger regulations within public transport • Knowledge of drafting compliance risk registers and risk management plans • 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 • Sound experience in drafting policies, procedures and standard operating procedures • Experience in dealing with Regulators • Develop processes for providing updates on changes in the regulatory environment • Sound knowledge and experience of a risk-based approach to compliance • Experience in developing training material and providing training • Sound knowledge of creating management information and reporting to senior management 	<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 • Added advantage - 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"> • 5 – 7 years of compliance or regulatory environment experience at the management grade level
<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: Katleho Musa or e-mail kmusa@prasa.com</p>			<p>CLOSING DATE: 13th April 2023</p> <p><i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></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")

A copy of PRASA's Privacy notice is available on the website or on request.

ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION	As per PRASA Employment Equity Plan, this position is earmarked as follows:	MALE				FEMALE			
		African X	Indian X	Coloured X	White	African X	Indian X	Coloured X	White X