

POSITION NUMBER : 60064950
JOB TITLE : **MANAGER: COMPLIANCE**
JOB GRADING : L5/6
REPORTS TO : **COMPLIANCE OFFICER**
BUSINESS UNIT : **COMPLIANCE MANAGEMENT**
LOCATION : **PRETORIA**
POSITION STATUS : **PERMANENT**

Purpose of the Job

To assist the Head of Compliance in execution of the compliance duties and to proactively safeguard the Bank against any compliance risk by ensuring compliance with legislation and regulations. Responsible for ensuring that the Bank operates within legal and regulatory frameworks. To develop and implement compliance programs to prevent and detect violations of laws, regulations, and company policies.

Job Responsibilities

- Identifying and managing risks associated with non-compliance. Provide input in the establishment and maintenance of a robust compliance framework that safeguards our operations, protects our stakeholders, and minimizes the likelihood of regulatory breaches.
- Instil and reinforce our commitment to integrity, ensuring that our actions align with legal and ethical standards. To enhance our reputation but also strengthens relationships with clients, internal and external stakeholders, and regulatory authorities to help demonstrate that compliance is cornerstone of ethical business culture.
- Keep us informed with new regulations and obligations emerging regularly, interpret their impact on our operations, and implement necessary adjustments to maintain compliance. To proactively assist with reduction the risk of costly penalties, litigation, and reputational harm.
- Identify inefficiencies, eliminate redundancies, and implement streamlined procedures that enhance productivity and reduce operational complexities. To enable our teams to focus on core business objectives and drive growth. To streamline operations by optimizing internal process above rules and regulatory adherence.
- Conduct regular compliance monitoring to assess the effectiveness of the compliance program. Monitor business activities to ensure compliance with internal policies and external regulations. If any violations are detected, investigate the issue and take appropriate corrective actions.
- Develop and deliver training programs to educate employees about compliance requirements. Provide guidance and support to employees on compliance-related matters and promote a culture of compliance throughout the Bank.
- Develop and update policies and procedures that align with current laws and regulations. They ensure that these policies are communicated effectively to all employees and stakeholders.
- Identify and assess compliance risks faced by the Bank. They develop risk management strategies and controls to minimize potential compliance breaches. Keep abreast of regulatory changes and assess their impact on the Bank's compliance framework.
- Prepare regular reports on compliance activities, including audit findings, risk assessments, and policy violations. Maintain comprehensive documentation of compliance processes and ensure records are accurate and up to date.
- Collaborate with various departments, such as legal, human resources, finance, commercial, IT and operations, to ensure compliance throughout the Bank. Communicate compliance requirements to stakeholders and provide guidance on best practices and potential risks.

Qualifications and Experience

Qualifications: Minimum of a relevant bachelor's degree or equivalent (NQF Level 7) in Law / Commerce or related field. Certificate in Compliance will be an advantage. **Years of experience:** Minimum 5 years' experience in a compliance environment in a Banking or finance industry.

Knowledge and understanding of:

- Conducting Compliance Risk Management Plans (CRMP's)
- Applicable statutory and regulatory requirements including but not limited to Public Finance Management Act, Banks Act, FICA, FAIS, PoPIA, PAIA, NPS, etc.
- Sound management information reporting
- Concept of stakeholder satisfaction
- In-depth knowledge of South African banking regulations and compliance requirements.

Attributes

High ethical standards and integrity. Detail-oriented with strong organizational skills. Ability to work independently and as part of a team. Proactive and able to take initiative.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to recruitmentLM@postbank.co.za. Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

16 August 2024

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy, and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment, you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.