



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is Schedule 3C Provincial Public Entity established under the auspices of the Department of Economic Development with a view to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in the Gauteng province

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:

Position: Compliance Manager

1. Purpose of Position:

The Compliance Manager will be responsible for providing direction and leadership in the Compliance Function by providing (a) independent and objective assurance in applying the Generally Accepted Compliance Practice Framework (Compliance Management Process), (b) drafting and developing organisational policies and procedures for the whole organisation and (c) assessing the compliance and performance of GEP contracts. This position will report directly to the Head of Risk & Audit – of which in turn reports administratively to the CEO and functionally to the Audit and Risk Committees.

2. Key Responsibilities for the Position:

- Develop, manage and implement the Compliance Risk Management Framework and Policy (Compliance Management Process);
- Develop the policies and procedures of the organisation guided by the regulatory universe, key business developments, stakeholders and other key considerations for purposes of policy adequacy, including communication of the policy universe to the organisation;
- Develop the policies and procedures of the organisation guided by identified policy gaps and policy inadequacies with a view of improving the policy adequacy;
- Develop, manage and implement the Supplier Contract Management Policy and serves as the point of contact/guidance on contract performance (e.g.milestones, deliverables, invoicing, etc) and compliance issues, including training in contracting practices and procedures and custody of contractual records;
- Assist in the development, management and implementation of the Ethics Programme;
- Assist in the in the development, management and implementation of the Combined Assurance Model, including assisting Finance Division in determining contractual insurance requirements;
- Manage Compliance Function's Administration and Human Resources, including Interns;
- Manage multiple projects and multiple teams;
- Assist in developing an independent risk profile of GEP for audit purposes;
- Assist in detecting fraud and corruption;
- Liaise with internal and external stakeholders;

3. Minimum Requirements:

- A degree in Law or a degree in commerce coupled with direct experience in policy development, contracts management and practical experience in the application of Compliance Management Process. A minimum of 5 years' direct experience in a compliance function or policy drafting or contracts management environment of which three years must be in a supervisory or management level;
- A post graduate degree in Law or a related field and a driver's license will be an advantage;
- Preference will be given to candidates holding CPrac (SA) and/or CProf (SA). Person studying towards these qualifications/certificates will also be considered. Certification from auditing, governance and/or risk management will also be considered;
- Membership with the Compliance Institute of Southern Africa (CISA) or Institute of Internal Auditors of South Africa (IIASA) or South African Institute of Chartered Accountants (SAICA) or other related Institute;
- An intimate understanding of GEP as an organization together with an appreciation of its strategic and operational environment and stakeholder relations;

- Knowledge of audit procedures, including planning, techniques, tests, and sampling methods involved in conducting compliance audits and of the requirements set forth in the Generally Accepted Compliance Practice Framework.
- Knowledge of computer-oriented accounting and auditing, compliance audits, performance of information audits, various public sector laws and regulations such as PFMA, financial sector regulations, principles, practices and King IV Report on Corporate Governance;
- Demonstrate ability to gather, interview, analyse, and evaluate facts/sensitive information, and prepare and present concise oral and written reports;
- Ability to work with multiple projects, multi task and project management skills;
- Ability to understand group dynamics and behaviour and contribute to building a cohesive knit team;
- Flexible and pro-active individual, with high level of integrity; and
- A firm, confident, committed, flexible, pro-active, solution-driven, self-motivated and result driven individual.

4. Competencies (Knowledge, Skill and Attitudes)

- In-depth knowledge of GAAP guidelines, GRAP and PFMA.
- Strong background and experience with Audit Methodologies and techniques.
- Prior success conducting External and/ or Internal Audits.
- Ability to build relationships while asking tough questions.
- Excellent written and oral Communication ability.
- Strong time management and organizational skills.
- The ability to maintain high ethical standards both personally and professionally.
- Shows honesty and fairness when dealing with others.

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Suitable applicants must e-mail detailed, updated CVs to: **recruitment@gep.co.za**, with subject being the position applied for, by no later than 20 October 2017. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.