



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

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

Manager: Compliance

Annual Total Package (R1 179 115- R1 385 292) Negotiable

To support and assist in the achievement of the GEP's strategic objectives through ensuring that a company's policies and procedures comply with regulatory and ethical standards.

Key Responsibilities:

- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
- Perform regulatory, business process, and systems compliance reviews in accordance with compliance regulations.
- Produce regulatory compliance reports to be used externally and for management.
- Update compliance policies where necessary.
- Monitor compliance through periodic and regular reviews.
- Apply compliance process within the entity to demonstrate an understanding of different compliance requirements.
- Provide technical input on proposed changes to legislation and compliance requirements.
- Review the training register to check whether comprehensive training programs have been implemented, and whether all the relevant personnel have been trained.
- Develop the regulatory universe and monitor compliance thereof.
- Draft, update and maintain Compliance Risk Management Plans ('CRMP's') for the business as required.
- Support and contribute to the development of a risk-based monitoring plan for in line with regulatory requirements.

- Investigate all alleged, actual and suspected fraud within the entity and make recommendations.
- Liaise with Law Enforcement Agencies where applicable
- Follow up on matters reported from Fraud Hotline and monitor vendor performance.
- Fraud training and awareness across the entity
- Verification of all staff and Board declarations
- Ensure compliance to Fraud Management and Ethics policies.
- Report on policy violations on fraud and ethics and provide recommendations.
- Liaise with Law Enforcement Agencies where applicable
- Follow up on matters reported from Fraud Hotline and monitor vendor performance.
- Fraud training and awareness across the entity
- Verification of all staff and Board declarations
- Enforce a zero- tolerant culture across the entity
- Ensure compliance to Fraud Management and Ethics policies.
- Enforce an ethical culture across all employees through training and awareness programmes.
- Report on policy violations on fraud and ethics and provide recommendations

Minimum Requirements

- LLB (NQF Level 8) or equivalent.
- Admitted Attorney of the High Court an added advantage.
- A minimum of 5 years direct experience in Compliance and Risk Management Environment.
- Membership with the Institute of Risk Management of South Africa (IRMSA) and or Compliance Institute of South Africa.
- A valid Code EB driver's licence and own car

Competencies (Knowledge, Skills and Attitudes)

- In-depth knowledge of Compliance Management Standards/Principles, and PFMA
- Strategic Thinking
- Professionalism

- Ethical, Honest and Integrity
- Judgement
- Advanced Communication
- Problem Solving
- Research

- Risk Management
- Reporting Writing

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: **managercompliance@gep.co.za**, with subject being the position applied for, by no later than **29 October 2024 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right not to fill this position.