

ADVERT

Position: Compliance Officer
Department: Legal
Closing Date: 17 November 2023

JOB PURPOSE

The main purpose of the job is to provide support in the management of the IRBA's compliance and information (PAIA and POPIA) management functions, so as to ensure that all compliance related matters are timeously identified, mitigated and reported, thus ensuring the IRBA's continuous compliance with relevant laws, regulations and internal policies.

DUTIES / FUNCTIONS

- 1. Management of the IRBA's promotion of access to information responsibilities in terms of PAIA, inclusive of:**
 - a) The development of a PAIA Manual;
 - b) Receipt, and management of PAIA requests;
 - c) Analysis of PAIA requests and formulating recommendations on responses thereto;
 - d) Maintenance of a register of PAIA requests and relevant activities;
 - e) PAIA reporting;
 - f) Liaising with the Information Regulator on any other matters related to PAIA; and
 - g) Provision of advice related to PAIA.

- 2. Management of the IRBA's protection of personal information responsibilities in terms of POPIA, inclusive of:**
 - a) The develop and/or maintain the POPIA Management Framework and tools
 - b) Management of POPIA related queries (internal and external)
 - c) Receipt, consideration and administration of POPIA requests, complaints and/or data breach notifications.
 - d) Investigation of reported Data Breaches in line with the IRBA policy.
 - e) Maintenance of POPIA related registers i.e. operators, complaints, data breach, requests etc.
 - f) Liaising with the Information Regulator on any other matters related to POPIA; and
 - g) Provision of advice related to POPIA.

- 3. Compliance Management, which includes:**
 - a) Development and maintenance of the IRBA compliance framework and program;
 - b) Supporting the development and maintenance of the IRBA Regulatory Universe;
 - c) Overseeing the development and implementation of compliance risk management plans;
 - d) Development and implementation of a compliance monitoring program;
 - e) Compliance reporting;
 - f) Conducting compliance awareness programs, including related training; and
 - g) Providing compliance related advice.

- 4. Ad hoc functions, which include:**
 - a) Serving on the Data Protection and Records Management Forum.
 - b) Assisting the Director legal in the consideration and investigation of whistleblowing complaints and/or complaints lodged in terms of the IRBA Fraud Prevention Policy.
 - c) Provision of support in relation to the management or the IRBA Intellectual property portfolio: governance framework, registration, enforcements etc.

QUALIFICATIONS AND EXPERIENCE

- LLB or equivalent degree.
- A minimum of 3 (three) years post qualification experience in compliance officer role
- Knowledge and understanding the Protection of Personal Information Act (POPIA) and the Promotion of Access to Information Act (PAIA).
- Knowledge and understanding the Compliance Institute of SA Compliance Framework.
- Experience in legislative interpretation and implementation.
- Knowledge and understanding of the IRBA's mandate and enabling legal framework i.e. *APA and PFMA*;
- Proficiency in MS Office
- *The following would constitute an added advantage:*
 - Admission as an Attorney
 - Certificate in compliance management
 - Public Sector compliance management experience
 - POPIA / PAIA training
 - Registration with the Compliance Institute of SA

SKILLS & PERSONAL ATTRIBUTES

- Deadline driven with high level of accuracy and meticulous attention to detail
- Unquestionable ethics, integrity and commitment
facilitation and presentation skills
- Investigative skills
- Exceptional drafting / writing skills
- Excellent verbal and written communication in English
- Excellent interpersonal skills
- Ability to work under pressure, independently and as part of a team
- Analytical and problem solving skills
- Innovative and computer savvy
- Initiative and result driven
- Attention to detail
- Decisive

CVs must be e-mailed to hr@irba.co.za. Please include a one page summary demonstrating how your skills and experience will contribute to success in the role and to the IRBA.

The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to Indians & candidates with disabilities Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and qualifications. Shortlisted candidates may be asked to complete a psychometric assessment before a final appointment is made. As this position is one of trust and honesty and includes the handling of cash and finances, relevant credit checks will be performed on candidates.

In order to consider any application for employment, we will have to process your personal information. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to the above right, the IRBA is under a duty to provide you with various details pertaining to the processing of any applicants' or their representatives' personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the IRBA website: <https://www.irba.co.za/library/popi-act> which HR

Processing Notice we request you kindly download and read prior to responding to this Job Advert.

Only CV's received directly from individual candidates or from recruitment agencies appointed by the IRBA will be considered. All suitable candidates who are not registered with recruitment agencies appointed by the IRBA are encouraged to apply for this position directly, to be considered.