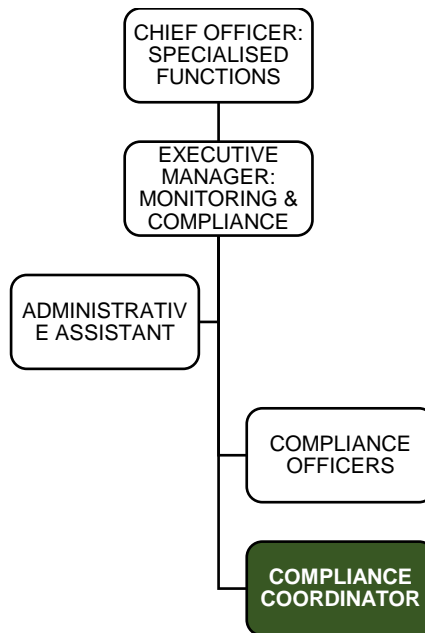


Job Profile

PROFILE INFORMATION		
JOB TITLE	COMPLIANCE COORDINATOR	
JOB CLUSTER AND RANK	Coordinator	
REGION/DIVISION	Operations: Specialised Functions	
LOCATION	Head Office	
MANAGER/SUPERVISOR	Executive Manager: Monitoring & Compliance	
SUPERVISION	None	
PEER RELATIONSHIPS	Other Coordinators	
LIAISON	INTERNAL	All Business Units, Ports of Entry
	EXTERNAL	Service Providers, Organs of State, External Auditors

PURPOSE STATEMENT
To coordinate the monitoring and compliance to ensure that BMA complies with its outside regulatory and legal requirements as well as internal policies and bylaws.

ORGANOGRAM



DESCRIPTION

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
<p>Monitoring and Compliance Coordination</p>	<ul style="list-style-type: none"> • Identify and assess areas of significant business risk. • Report on compliance breaches and exposures. • Develop, implement, and maintain internal audit policies and procedures in accordance with local and international best practices. • Review all new operations, systems, or processes to ensure compliance. • Conducting ad hoc investigations into identified or reported risks. • Support various departments by collecting and coordinating internal compliance data with auditors and various departments. • Ensure complete, accurate, and timely audit information is reported to Management and/or Risk Committees. 	<p>40%</p>	<ul style="list-style-type: none"> • Risk Management Reports
<p>Risk and Compliance</p>	<ul style="list-style-type: none"> • Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. • Support and provide evidence to all internal and external audit requirements. • Maintain quality risk management standards in line with relevant requirements. • Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity. • Review related Standard Operating Procedures in consultation with the Manager: Legal and Compliance to ensure business optimisation. 	<p>30%</p>	<ul style="list-style-type: none"> • Monthly reports submitted by the end of the month. • Audit Report



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation. 		
Client and Stakeholder Relations	<ul style="list-style-type: none"> Provide legal advice and support to internal and external stakeholders in relation to applicable legislative and regulatory framework. Communicate and liaise with internal and external stakeholders from receipt of file to conclusion of file Monthly consolidated reports to Executive Manager on escalated matters. Assist in dispute resolutions. Provide feedback regarding issues and advice as required. 	30%	<ul style="list-style-type: none"> Customer Satisfaction Survey Email Communique and letters within forty eight (48) hours Monthly submits reports submitted by the end of the month Three (3) days from receipt of dispute Attendance Register

CAREER PATH

Coordinator: Monitoring & Compliance	Executive Manager: Monitoring & Compliance	Chief officer: Specialised Functions
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MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Qualifications	<ul style="list-style-type: none"> An undergraduate Degree / Qualification (NQF 7) Risk Management, Law or Audit
Minimum Experience	<ul style="list-style-type: none"> Minimum of 2 years' experience in compliance or risk management

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Knowledge	<ul style="list-style-type: none"> • South African Constitution. • BMA Act 2020 • Immigration Act 2002 (Act No. 13 of 2002) • Public Service Regulatory Framework. • Understanding of legislation and prescripts applicable in the corporate environment. • National Treasury Regulations. • National Treasury Public Sector Risk Management Framework. • Understanding of corporate governance best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks. • Understanding of the Public Sector Integrity Management Framework. Building strategic working relations.
Professional registration or license requirements	<ul style="list-style-type: none"> • None
Other requirements	<ul style="list-style-type: none"> • Flexibility in working hours will be required to meet demands of the role. • May be required to work overtime. • Valid driver's License

COMPETENCIES

CORE VALUES AND COMPETENCIES	FUNCTIONAL	BEHAVIOURAL ATTRIBUTES (ENABLING)
<ul style="list-style-type: none"> • Excellence • Integrity • Innovation • Patriotism • Professionalism • Teamwork and Collaboration • Vigilance 	<ul style="list-style-type: none"> • BMA legislative Compliance • Auditing • Monitoring and Compliance • Strategic Planning • Communication (Verbal and Written) • Research and Analysis • Report Writing • Change Management • Risk Management • Project and programme Management 	<ul style="list-style-type: none"> • Client Orientation and Customer Focus • Decision Making & Problem Solving • Deadline driven • Resilience • Attention to detail • Interpersonal Relations • Team Leadership • Persuasion and Influencing

SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate

