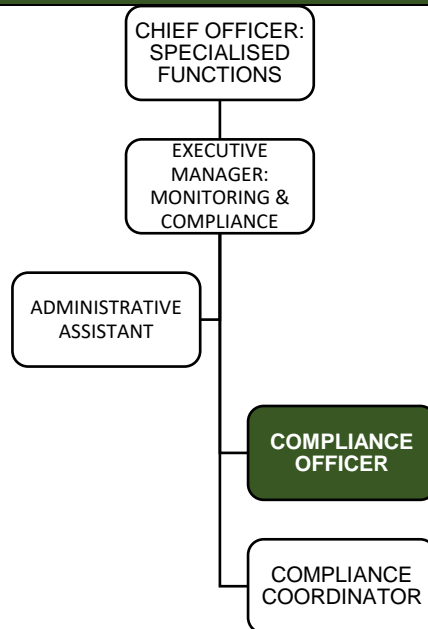


Job Profile

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

PURPOSE STATEMENT
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>Compliance and Monitoring</p>	<ul style="list-style-type: none"> • Implement and manage an effective compliance program through the development and management of risk and compliance plans. • Assist in the development and review of company policies, including effective implementation of policies and guidelines. • Advise management on the BMA's compliance with laws and regulations through detailed reports. • Create and manage effective action plans in response to audit discoveries and compliance violations. • Regularly audit company procedures, practices, and documents to identify possible weaknesses or risks. • Tracking and monitoring of key risk indicators, controls, and action plans. • Assess BMA operations to determine compliance risk. • Conduct research on compliance related topics. • Develop training materials and assist with training to ensure all employees are educated on the latest regulations and processes. • Assist in compiling risk and compliance reports. • Identify & Implement improvements to existing processes and plans. • Provide guidance to business and assist with implementation of compliance policies and projects. • Drafting and compiling regulatory submissions. 	<p>40%</p>	<ul style="list-style-type: none"> • Quarterly Performance Monitoring Reports



Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
Risk and Compliance	<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. Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation. 	30%	<ul style="list-style-type: none"> Monthly reports submitted by the end of the month. Audit Report
Client and Stakeholder Relations	<ul style="list-style-type: none"> Provide 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

CAREER PATH		
Compliance Officer	Executive Manager: Monitoring and Compliance	Chief Officer: Specialised Functions

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE	
Minimum Qualifications	<ul style="list-style-type: none"> An Degree / Qualification Risk Management, Law or Audit

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Experience	<ul style="list-style-type: none"> Minimum of 3 years' experience in compliance or risk management
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

VALUES	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 legislation Compliance Monitoring and Compliance Strategic Planning Communication (Verbal and Written) Report Writing Change Management Research and Analysis Risk Management Project and programme Management Public Speaking and Presentation 	<ul style="list-style-type: none"> Client Orientation and Customer Focus Emotional Intelligence Decision Making & Problem Solving Attention to detail Resilience Interpersonal Relations Team Leadership Persuasion and Influencing



SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate