



JOB PROFILE: COMPLIANCE OFFICER

1. POSITION DETAIL	
JOB TITLE / FUNCTION:	Compliance Officer
GENERIC MARKET JOB TITLE:	
LOCATION:	Midrand
DATE REVIEWED:	April 2022
GRADE LEVEL	TBC
OVERALL PURPOSE OF THE JOB	
<ul style="list-style-type: none"> Responsible for identifying and managing regulatory risk and compliance within the organization. 	

2. EDUCATION (FORMAL QUALIFICATION REQUIRED)	
MINIMUM	
<ul style="list-style-type: none"> A Law degree and compliance qualification. Admitted Attorney/Advocate of SA. 	
IDEAL	
<ul style="list-style-type: none"> A postgraduate qualification in Compliance & Ethics will be an added advantage. Application of Generally Accepted Compliance Practices (GACP). 	

3. EXPERIENCE (MINIMUM EXPERIENCE REQUIRED - TYPE AND NUMBER OF YEARS)	
JOB TITLE / FUNCTION	MINIMUM TIME SPENT IN JOB
Experience in a compliance function	3 Years
Experience working with POPIA	1 - 2 years

4. POSITION IN THE ORGANISATION	
Organisation	SA Civil Aviation Authority
Division	Company Secretary
Department	Company Secretary
Section	Company Secretary
Position being Evaluated	Compliance Officer
1st Line Manager	Company Secretary
2nd Line Manager	Director of Civil Aviation
Direct Subordinate(s)	No direct subordinates

5. POSITION DESCRIPTION		
KPA / MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION	DETAILED DESCRIPTION	WEIGHING / TIME SPENT
Compliance Administration	<ul style="list-style-type: none"> Implement and manage an effective legal compliance program. Compile Compliance Risk Management Plans to in order to identify gaps. Advise management on the company'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 	50%

	<p>weaknesses or risks.</p> <ul style="list-style-type: none"> Assess company operations to determine compliance risk. 	
Implementation and Monitoring	<ul style="list-style-type: none"> Monitor the implementation of the compliance program. Develop policies and programs that encourage employees to report non-compliance with laws and regulations. Review company policies regularly to ensure legislative compliance. Advise management on the company's compliance with laws and regulations through detailed reports. Respond to administrative queries relating to compliance issues or audits. Report any non-compliance with legislation through the Company Secretary. 	30%
Training and Awareness	<ul style="list-style-type: none"> Co-ordinate and participate in a multifaceted educational and training program that focusses on the elements of the compliance program and which seeks to ensure that all employees, managers and the Board of Directors are knowledgeable of, and comply with pertinent laws and regulations. Develop materials at an institutional level for distribution to all employees to enhance awareness on compliance and governance. Provide guidance to the Board of Directors through the Company Secretary, management and employees on compliance. Communicate new compliance obligations and best practices. Ensure all employees are educated on the latest regulations and processes. 	15%
Governance Development	<ul style="list-style-type: none"> Play a pivotal role in the corporate governance process of the SACAA. 	5%

6. Competencies (Skills and Behavioural Attributes)	
CORE VALUES	DESCRIPTORS
Integrity	Maintains high ethical standards and approaches issues professionally with integrity, without any bias and in a transparent manner that engenders trust amongst all our stakeholders.
Service Excellence	Service delivery ahead of customer expectations, striving to always exceed customer expectations.
Teamwork	Working with others and taking joint accountability for the results
Collaboration	Working together to achieve mutually beneficial goals.
CORE COMPETENCIES	
Judgment and Decision making	Intermediate
Problem solving and analysis	Intermediate
Attention to detail	Advanced
Planning and organising	Advanced
Digital/Technological Acumen	Intermediate
Innovation	Intermediate
Customer Centricity and Service Excellence	Advanced
Stakeholder relationship management and engagement	Advanced
Leadership (self and others)	Beginner
Resilience	Advanced
Learning Orientation	Advanced
Teamwork and Collaboration	Advanced
Communication	Advanced
FUNCTIONAL COMPETENCIES (Specific to this job)	
Stakeholder relationship management and engagement	Intermediate
Corporate Governance and Compliance Management	Intermediate
Systems and Strategic Thinking	Intermediate
Business Acumen	Intermediate
Diplomacy	Intermediate
Emotional Intelligence	Intermediate
Project Administration	Advanced
Time Management	Advanced

7.	Other Special Requirements
	<ul style="list-style-type: none"> • Understanding of relevant core legislation i.e. Civil Aviation Act; Protection of Personal Information Act; Promotion of Access to Information Act etc; • Understanding Corporate Governance (King IV™ Report on Corporate Governance); • Understanding of Ethics; • Interpretation of legislation and regulations;

8.	PARTICIPANTS		
8.1.	INPUT PARTICIPANTS		
	PARTICIPANT NAME	PARTICIPANT DESIGNATION	
8.2.	APPROVED BY		
	NAME	DESIGNATION	APPROVED
			DATE APPROVED