

THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key programmes constitute the focus of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit www.cbrta.co.za

JOB PURPOSE

To develop and implement the governance, risk and compliance framework. To support top management in imbedding a culture of sound and ethical compliance and culture of good corporate governance. To manage activities to ensure adherence with regulations and the Law.

REQUIREMENTS

Formal Qualifications:

- Relevant NQF 7 qualification in Law/ Auditing/ and Risk Management.
- A certificate in compliance will be an added advantage.

Experience:

- 5- years working experience in a Compliance, Auditing and Risk Management of which 3 years should be at Supervisory level.

KEY PERFORMANCE AREAS

The successful candidate will be expected to:

- Ensure that the Agency has the processes and internal controls to meet the requirements imposed by government bodies, regulators, industry mandates or internal policies.
- Ensure monitoring of non-compliance with statutory obligation and compliance to policies.
- Review of compliance risk management plans and checklist.
- Report non-compliance to Top Management (EXCO, SEC, ARC, Board)
- Reviewing and maintenance of Compliance Framework, Manual and Policies.
- Liaise and collaborating with other division on compliance matters.
- Provide training or prepare material on regulatory changes when required.
- Implement and manage an effective policy compliance programme.

- Review and manage effective actions plans in response to no-compliance findings.
- Regularly audit Agency policies, procedures, practices and documents to identify possible weaknesses or risks

COMPETENCY

- Presentation skills.
- Planning and Organising
- Critical and Analytical skills
- Knowledge and ability to use Microsoft Office
- Value creation
- Report writing skills
- Conducting factual and legal research to ensure all legal and compliance business practices are aligned to related regulations.
- Knowledge of Exclaim will be an added advantage.
- Compliance Risk Identification; Assessment; Monitoring and Reporting.
- Recommend mitigation for non-compliance findings and regularly follow up on implementation of remedial action.
- Research Skills
- Knowledge and understanding of regulations and legislation.
- Protection of Personal Information Act.
- Protection of Access to Information Act
- Knowledge and understanding of Auditing.

Submit detailed CV's including certified copies of qualifications to: Golebaone Morebodi at recruitment5@cbrta.co.za and please quote the reference number.

BENEFITS:

Employer offers an all-inclusive remuneration package of R937 965.00 p.a.

NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities are encouraged to apply.

Closing Date: 06 October 2023

C-BRTA reserves the right not to appoint.

Short-listed candidates will be subjected to a reference, security clearance and criminal records check. Should you not hear from the C-BRTA 21 days after the closing date, consider your application unsuccessful.

It is our intention to promote representivity in respect of race, gender and disability through the filling of this position. Candidates whose appointment will promote representivity will therefore receive preference.

In order to consider any application for employment, the Agency will have to process your personal information.

A law, known as 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 this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal>, which **HR. Processing Notice** we request you kindly download and read.