

Permanent position- REF: CS 003/11/2022

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 focus areas 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 assist with the development and implementation of the governance, risk and compliance framework of the Agency and to support the Compliance Advisor to manage the activities to ensure adherence with the regulations and the law.

REQUIREMENTS

Formal Qualifications:

- A degree or NQF 7 qualification in Law/Internal Audit/Risk Management.
- Certification in Compliance will be an added advantage

Experience:

- 3-5years' relevant working experience in a Compliance environment.

KEY PERFORMANCE AREAS

The successful candidate will be responsible for the following:

- Assist in ensuring the monitoring of non-compliance with statutory obligations and compliance to internal policies.
- Assist with the review of compliance risk management plans and checklists.
- Compile monthly and quarterly reports of non-compliance with legislation and internal

policies for the consideration of the Compliance Advisor.

- Assist the Compliance Manager with logistical arrangements for Compliance related training activities.
- Monitor the implementation of policy compliance programme and follow-up on action plans in response to non-compliance findings made.
- Assist with regularly audits on policies, procedures, practices and documentation to identify possible weaknesses or risks.

COMPETENCY REQUIREMENTS

- Presentation skills.
- Planning and Organising.
- Critical and Analytical skills.
- Knowledge and ability to use Microsoft Office.
- Report writing skills.
- Compliance Risk Identification; Assessment; Monitoring and Reporting.
- Research skills.
- Knowledge and understanding of regulations and legislation.
- Protection Of Personal Information Act.
- Promotion of Access to Information Act.
- Knowledge and understanding of Auditing.

Submit detailed CV's including certified copies of qualifications and ID copy (certified copies must not be more than 3 months) to: Neo Zwane at recruitment25@cbrta.co.za and please **quote the reference number**.

BENEFITS:

Employer offers an all-inclusive remuneration package of R575,700 p.a.

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

Closing Date: 29 November 2022

C-BRTA reserves the right not to appoint.

Short-listed candidates will be subjected to reference and background checks. Application received after the stipulated closing date and time will not be considered. Should you not hear from the C-BRTA within one month after the closing date, kindly consider that your application was unsuccessful.

"The C-BRTA is committed to employment practices that redress past imbalances in respect of race, gender, creed, and disability, and as such the relevant policies will be considered during selection and placement."

The applicant at the level of Executive position, Senior Management position or any other position as determined by the C-BRTA will be subjected to competency assessments.

In order to consider any application for employment, the Agency will have to process your personal information. The documents submitted will be solely used for recruitment purposes. 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.