



## INTERNSHIP PROGRAM: COMPLIANCE OFFICER UNDER SUPERVISION

3-year employment contract with effect from January 2017

<b>Region</b>	Bloemfontein   Durban   Johannesburg   Port Elizabeth   Pretoria
<b>Reporting to</b>	The Regional Manager in the Region
<b>Position Summary</b>	Masthead (Pty) Ltd has a 3-year contract available for an Intern at the following regional offices viz. Bloemfontein   Durban   Johannesburg   Port Elizabeth   Pretoria to oversee FAIS and FICA related compliance in the financial services industry.

Key Accountabilities	Objectives
<b>Compliance Duty</b>	<ul style="list-style-type: none"> <li>• This role delivers an outsourced compliance function to client financial service providers in terms of service level agreements.</li> <li>• Fulfils functions required in terms of FAIS legislations such as monitoring and reporting to the financial services providers and the Financial Services Board (FSB).</li> <li>• Establishes and embeds compliance culture across the panel of financial service providers and provides a compliance risk framework.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Accountable for service delivery through own efforts.</li> <li>• Individually accountable for managing own time, tasks and output quality for period of 1 day to 3 months.</li> <li>• Makes increased contributions by broadening individual skills.</li> <li>• Collaborates effectively with others to achieve personal results.</li> <li>• Fulfils / achieves / follows the company values.</li> <li>• Understanding and practical knowledge of Risk Management Principles</li> <li>• Able to conduct presentations.</li> </ul>

Skills (Essential)	Role Qualifications and Competencies
<b>Soft Skills</b>	<ul style="list-style-type: none"> <li>• Self-motivated.</li> <li>• Energetic and enthusiastic.</li> <li>• Effective communication skills – verbal and written in English and Afrikaans.</li> <li>• In-depth understanding of client (relationship management).</li> <li>• Outstanding service delivery.</li> <li>• Conflict Management skills.</li> <li>• Time Management skills.</li> <li>• Work under pressure, independently and as part of a team.</li> </ul>
<b>Technical Knowledge</b>	<p>The following will be beneficial:</p> <ul style="list-style-type: none"> <li>• An understanding of the financial services industry.</li> <li>• Knowledge of compliance legislation governing the industry (inter alia FICA and FAIS).</li> <li>• Computer literacy – Microsoft Office suite.</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Legal degree or BCom (Law / Financial Management / Risk Management) is preferable</li> <li>• Other - FSB recognised qualification</li> </ul>
<b>Employer &amp; Job Benefits</b>	<ul style="list-style-type: none"> <li>• Opportunity for further studies in Compliance, Risk Management and Financial Planning.</li> <li>• The company ensures that you receive the necessary experience while under supervision to be a licensed and registered Compliance Officer with the FSB after 3 years.</li> <li>• The company offers development of industry-knowledge by enrolling interns to write the Regulatory Examinations (RE).</li> </ul>
<b>Candidate Requirements</b>	<ul style="list-style-type: none"> <li>• Driver's Licence</li> <li>• Own Vehicle</li> </ul>

<b>Address your CV and email it to</b>	Bloemfontein Durban and Port Elizabeth Johannesburg Pretoria	André Greyling ( <a href="mailto:agreyling@masthead.co.za">agreyling@masthead.co.za</a> ) Marinus van den Broek ( <a href="mailto:mvandenbroek@masthead.co.za">mvandenbroek@masthead.co.za</a> ) Andria Hibbert ( <a href="mailto:ahibbert@masthead.co.za">ahibbert@masthead.co.za</a> ; Heidi de Lange ( <a href="mailto:hdelange@masthead.co.za">hdelange@masthead.co.za</a> )
<b>In the Subject Line write this</b>	INTERNSHIP PROGRAM: COMPLIANCE OFFICER UNDER SUPERVISION	
<b>Cut-off date for this Vacancy is</b>	31 October 2016	

Your application will be considered if you are a SA citizen & your CV meets the above criteria. Should you not have had a response from us within a 2-week period, please deem your application as unsuccessful.