



INTERNSHIP PROGRAM: COMPLIANCE OFFICER UNDER SUPERVISION

3-year employment contract with effect from January 2017

Region	Eastern Cape
Reporting to	The Regional Manager in the Region
Position Summary	Masthead (Pty) Ltd has a 3-year contract available for an Intern in Port Elizabeth to oversee FAIS and FICA related compliance in the financial services industry.

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

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

Qualifications	<ul style="list-style-type: none"> • Legal degree or BCom (Law / Financial Management / Risk Management) is preferable • Other - FSB recognised qualification
Employer & Job Benefits	<ul style="list-style-type: none"> • Opportunity for further studies in Compliance, Risk Management and Financial Planning. • 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. • The company offers development of industry-knowledge by enrolling interns to write the Regulatory Examinations (RE).
Candidate Requirements	<ul style="list-style-type: none"> • Driver's Licence • Own Vehicle

Address your CV and email it to	Port Elizabeth	Marinus van den Broek (mvandenbroek@masthead.co.za)
In the Subject Line write this	INTERNSHIP PROGRAM: COMPLIANCE OFFICER UNDER SUPERVISION	
Cut-off date for this Vacancy is	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.