

## INTERNSHIP PROGRAM

### COMPLIANCE OFFICER UNDER SUPERVISION

1-year employment contract with effect from **1 February 2019**

<b>Regions</b>	Pretoria
<b>Reporting to</b>	The Regional Manager in the Region
<b>Position Summary</b>	Masthead (Pty) Ltd has a 1-year contract available for an Intern at their regional offices, to oversee FAIS and FICA related compliance in the financial services industry.

<b>Key Accountabilities</b>	<b>Objectives</b>
<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>

<b>Skills (Essential)</b>	<b>Role Qualifications and Competencies</b>
<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 B.Com (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.</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>	Pretoria	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>	10 November 2018	

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.