



Johannesburg Social Housing Company

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INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

Position : **Compliance Officer**
Employment Status : **Permanent**
Department : **Business Planning and Strategy**

Purpose of the Job: This position is responsible to manage and oversee the Corporate Compliance Program, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization. The position ensures the Board of Directors, management and employees are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that behavior in the organization meets the company's Standards of Conduct.

Responsibilities (but not limited to the following):

- Providing advice, awareness and training on matters pertaining to compliance
- Monitoring compliance and reporting compliance breaches and exposures
- Preparing reports to senior management and relevant regulatory bodies
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.
- Monitoring industry and regulatory updates, and JOSHCO's policies and procedures in relation to these updates to ensure compliance with regulatory requirements
- Assisting with the development and implementation of compliance management plans, policies, processes and monitoring to ensure the organization complies with laws and regulations, and statutory requirements
- Executing and monitoring of the obligations register and any potential changes in the environment to affect the obligations
- Conduct periodic compliance testing
- Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.
- Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.

- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures.
- Review funding agreements to ensure compliance with all terms and conditions.
- Develop an annual compliance plan.
- Monitor the compliance plan for periodic updates.
- Ensure that systems are in place for gathering all information required to meet internal and external contract conditions.
- Ensure that there are adequate information management systems to store information, generate standard templates and reports and to track grant reporting requirements.
- Ensure that JOSHCO policies comply with all relevant legislation and guidelines.
- Review policies periodically to ensure compliance and relevance.
- Manage the storage of all JOSHCO policies and procedure documents.
- Advise management of necessary changes and revisions to policies.

Minimum job Requirements, interested applicants must be in possession of:

- Grade 12 certificate or equivalent.
- Completed LLB/ B. Com Law
- Post Graduate Certificate in Compliance will be advantageous.
- 3-5 years' experience within the Compliance Environment.
- A good understanding of the legislation governing the company practices.

Skills and competencies- The ideal applicant must possess the following skills and competencies:

- **Generic skills:** Planning, Leadership, Communication, Facilitation, Conflict Management, Ethical, General Management Skills, Financial Data Analysis skills, Budgeting and Budget skills and Problem- Solving skills.
- **Technical Knowledge and Skills:** Social Housing Sector Legislation, Project Management, People Management, Planning and Organizing, Problem Solving, Ethical, Negotiation Skills, Gather and Analyze Information.
- **Attributes:** Emotional Intelligence, Interpersonal Skills, Assertiveness, Attention to detail, Adaptability, Flexibility, Situational Sensitivity.

Application Procedure:

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link:



<https://share-eu1.hsforms.com/1iN5SBrOMRNS86GZHlyw2Egew554>

JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

The Closing Date for Applications is 31 May 2023.