



JOB PROFILE: LEGAL ANALYST: INSTITUTIONAL COMPLIANCE

SECTION A: JOB INFORMATION SUMMARY

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| Job Title: | Legal Analyst: Institutional Compliance |
| Job Level: | 13 |
| Position Reports to: | Chief Executive Officer |
| Department: | Office of the CEO |
| Location: | Montrose Place, 2 nd floor, Waterfall Park, Bekker Street, Vorna Valley, Midrand, 1685. |
| Position in the Organisation | As per the organogram |

SECTION B

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| <p>PRIMARY PURPOSE OF THE JOB <i>Why the job exists (purpose and overall responsibility) in a sentence or two. This should be unique to this job and <u>not</u> generic so that it fits other jobs in the organisation.</i></p> | <p>The purpose of the Legal Analyst: Institutional Compliance position is to provide comprehensive governance, risk and compliance solutions to the FFC, which include implementing interventions that are aimed at effectively resolving institutional challenges, minimising the risk of non-compliance and ensuring the achievement of a sound ethical environment.</p> |
| <p>TECHNICAL COMPETENCIES <i>(Knowledge/Systems/Regulations)</i></p> | <ul style="list-style-type: none"> • Analytical Skills • Good judgment • Decisiveness • Monitoring • Strong Stakeholder Relations • Planning and Organising; and management of projects • Report Writing |
| <p>BEHAVIOURAL COMPETENCIES <i>(Skills/Attributes/Values)</i></p> | <ul style="list-style-type: none"> • Managerial Skills • Well-developed problem-solving skills. • Follow-up • Initiative • Attention to Detail • Perseverance / Tenacity • Stress Tolerance • Assertiveness • Cultural Diversity • Influencing Skills • Strong communication skills • Presentation Skills |

- Teamwork
- Strategic thinking and advising

SECTION C: DESCRIPTION OF TASKS

KEY RESPONSIBILITIES

- Draft FFC's compliance reports and documents, (e.g. Monthly and Quarterly institutional reports, Annual Performance Report, Annual Report, Strategic Plan, Annual Performance and Operational plans etc);
- Ensure the FFC's Institutional governance, risk and compliance maturation;
- Guide the FFC on how to best achieve operational legislative compliance with rules and regulations;
- Perform corporate secretary duties;
- Undertake operational duties as the Executive Manager in the Office of the CEO;
- Perform all tasks related to managing the staff within the Office of the CEO and representing the Office at the Executive Management and various Commission meetings;
- Inform, advise and support the CEO in terms of Governance and Compliance
- Organise Governance, Risk and Compliance training, inclusive of fraud prevention, whistle blowing etc;
- Provide strategic support to the CEO;
- Project Manage (and/or Project Lead) and exercise oversight over prioritised FFC initiatives;
- Ensure that the FFC complies with the FFC Act; the of PFMA, Division of Revenue Act, MFMA, Intergovernmental Relations Acts, Money Bills Amendment and Related Matters Act, and other legislation and regulations pertaining to the FFC. And provide legal interpretation where required.
- Vetting of any FFC's Recommendations to the Legislatures, including on Appropriation Acts, Division of Revenue Acts, and all applicable financial related legislation, bills and regulations upon which we are advising;
- Understanding of founding legislation, bills and regulations framing the FFC compliance universe;
- Compile all legal contracts on behalf of the FFC to ensure compliance with all statutory and legal requirements of the FFC;
- Review and negotiate contracts in line with institutional authorisation and on behalf of the FFC; and advise on the FFC's rights and obligations;
- Manage associated legal risks;
- Handle and provide advice on all legal matters; with assistance of the State Attorney (outsourced) if required;
- Develop the FFC's policy/position on external legal matters; and
- Policy drafting, review and maintenance

SECTION D: KEY RELATIONSHIP INTERFACES

| <i>Internal Relationships with key parties on work related issues</i> | <i>External Relationships with key parties on work related issues</i> |
|---|---|
| <ul style="list-style-type: none"> Executives, all staff of the FFC Secretariat and Commissioners. | <ul style="list-style-type: none"> Contacts / visitors of the Chief Executive / Chairperson. National Treasury and the Auditor General. National, Provincial and Local Governments. Other relevant organs of state. Relevant organs of civil society. Research and Policy Organisations. Service Provider organisations. Academic Institutions, Public Service institutions and all other relevant stakeholders. |

SECTION E: SPECIFIC REQUIREMENTS

Such as required to work overtime, travel, work in dangerous conditions, etc.

Work hours may need to be increased in order to meet institutional compliance deadline requirements. On some days, FFC employees need to work from home, as opposed to the office premises.

SECTION F: DELEGATED FREEDOM TO ACT

Indicate the limits and controls on this position's authority regarding expenditure, personnel decisions, changing policies or methods, etc. Indicate what types of decisions are typically referred to immediate management for resolution or approval.

Authority to act within the parameters of the agreed Work Plan / Budget or in line with delegated tasks and functions. Refer to Chief Executive Officer / Head: Office of the Commission for decisions not covered in the work plan / budget / delegated duties.

SECTION G: PERSON SPECIFICATION

List of qualifications, experience, training and characteristics required for the job

| Qualifications | Minimum: | Ideal: |
|----------------|--|--------|
| | <ul style="list-style-type: none"> Possession of CGISA, CSSA or Company Secretarial qualification OR relevant 4-year tertiary qualification with preference for Internal Auditing & Legal. | |

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| Experience | Minimum: <ul style="list-style-type: none"> • Legislative Knowledge and interpretation • Knowledge of applicable financial legislation, PFMA, MFMA, Division of Revenue bills and regulations • Authoring policies and other documents • Minimum 10 years' work experience, 3 years of management experience which must be in the governance, risk and compliance role • The management and implementation of Compliance Frameworks, • Experience with the implementation and delivery of Compliance within the public sector institutional environment • Experience in management, review and identification of compliance risk • Experience in Compliance Monitoring as well as in tracking and monitoring of progress regarding findings and recommendations, including management of outsourced Internal Audit and review of Divisional Portfolios of Evidence • Management of staff • Experience in Research, ICT, data privacy compliance would be an advantage | Ideal: |
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| SIGNATURES | |
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| Employee (Job Incumbent) | |
| Line Manager / Chief Executive Officer: | |
| Head: Corporate Services | |
| Date: | |