

# Compliance Executive



## Job Summary

Compliance Executive position is responsible for the provision of legal advisory services to the business, to develop and implement a compliance management framework thereby enabling prudent management of Sizwe Medical Fund's business operations within the highly regulated Medical Scheme Funds Industry. This individual will also be tasked with overseeing the company secretariat function of the Scheme

## Duties and Responsibilities

- To advise on strategic compliance risks and propose mitigating strategies to management and the Board
- To develop the Corporate governance Framework within the Fund to ensure compliance with the Fund rules, the Medical Schemes Act, 131 of 1998, other relevant legislation and the King code.
- To implement measures to identify, assess, mitigate and report on compliance risks.
- To provide advice on legal compliance matters affecting the business.
- To oversee and lead the Company Secretariat function by ensuring all documents and board packs are sent in time to all sub-committees and the to the Board.
- Manage all subcommittee's and the Board's minutes and resolutions in an accurate, timeously and practically actionable manner.
- To manage and assess legal compliance processes, systems and interventions implemented.
- To develops measures to monitor the application of law, policies and procedures to ensure conformity and uniformity within the Fund as well as manage the correction interventions
- To manage all contracts to ensure compliance with relevant legislation and protection of the Scheme's interests.
- To provide the entire business including the Board of Trustees with the relevant guidelines on the implementation of relevant and applicable legislation and regulations
- To advise and manage processes relating to instituting or resisting litigation
- Liaises with Attorneys in relation to instructions on and monitoring of all legal matters pertaining to Sizwe Medical Fund.
- To ensure that the directors are aware of their duties, responsibilities and powers;
- To report any failure on the part of the Fund to comply with the Fund Rules, Medical Schemes Act 131 of 1998 and / or any other laws relating to the management of the Fund.
- Ensures compliance with the statutory requirements as set out by the Council for Medical Schemes.
- To direct all the activities related to statutory meetings and assure compliance to relevant rules and regulations.

## Qualifications and Experience

- Degree in Law NQF8
- Admission as an Attorney or Advocate
- Membership with the Institute of Directors in Southern Africa (IoDSA) will an advantage
- Experience in a Legal Compliance/ Medical Aid industry with 5 Years in a Senior Leadership Role

## Knowledge, Skills and Competencies

- Demonstrates senior leadership capability.
- Consistently behave in a manner that supports innovation, integrity, collaboration and excellence.
- Knowledge of legislation and industry requirement
- Ability to understand and apply different approaches, perspectives and developments in the law and business in the legal context.
- Able to foster and build relationships with stakeholders
- Able to work with and lead in a team setting
- Understanding of the risk management aspect of the business
- Demonstrating Professional Conduct and Accountability
- Strong communication skills in all aspects.
- Strong problem-solving and decision-making skills.

**Closing Date:** 25 September 2018. Send your Application to [cheryl@clpc.co.za](mailto:cheryl@clpc.co.za)

Applicants who do not receive a response within two weeks of the closing date should consider their application as unsuccessful. A written response will not be sent to applicants who have not been invited for interviews.