



INTERNAL AND EXTERNAL ADVERTISEMENT

JOB TITLE: Compliance Officer (12 Months Fixed- Term Contracts) X3	SALARY GROUP: Junior Official Level	LOCATION: PRASA Corporate Office, Braamfontein
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DEPARTMENT: Group Supply Chain Management	POST NUMBER: TBA	REFERENCE: R&S/SOS/SCM/16
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DEPARTMENTAL MISSION: To coordinate sourcing of goods and services from external suppliers and/or service providers.

<p>KEY PERFORMANCE AREAS (KPA's):</p> <p>1. Contribute to the development and review of Group SCM governance and compliance frameworks</p>	<ul style="list-style-type: none"> • Provide input into the development and review of: <ul style="list-style-type: none"> ○ SCM policies, Standard Operating Procedures, norms, standards and guidelines. ○ Group SCM compliance monitoring framework. ○ SCM compliance plan. • Support the development and review of: <ul style="list-style-type: none"> ○ The SCM Regulatory Universe. ○ SCM Risk Register. • Disseminate SCM regulatory developments.
<p>2. Provision of advisory services on SCM regulatory matters</p>	<ul style="list-style-type: none"> • Promote awareness of SCM prescripts, policies, standard operating procedures and corporate governance practices. • Review RFP, RFQ and post award documents for compliance. • Benchmark SCM governance practices. • Facilitate the reporting of condonations. • Identify and report noncompliance to SCM prescripts. • Assist in the identification and determination of irregular and fruitless and wasteful expenditure. • Review the effectiveness of SCM document control and filing systems. • Provide training to internal and external stakeholders on Supply Chain Management policies, procedures and prescripts; • Address and register SCM queries made from SCM officials and end user and ensure timeous turnaround response; • Provide inputs to monthly SCM reports; • Facilitate, collect and collate information required by auditors and assist in providing management responses to findings of both Internal and External Audits.

KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:
<ul style="list-style-type: none"> • Constitution of the Republic of South Africa (RSA), Preferential Procurement Policy Framework Act, PFMA, SCM National Treasury Instruction Notes, Circulars and any relevant prescripts, SCM internal 	<ul style="list-style-type: none"> • Planning/organizing / Problem Solving • Communication skills (verbal and writing) • Data Analysis/ Knowledge and Information Management 	<ul style="list-style-type: none"> • Solution / task driven • Detail oriented • Team work and Leadership • Integrity and the ability to deal with confidential information 	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • BTech Degree in Internal / External Auditing / SCM / Risk / Compliance Management (NQF 7) <p>Added Advantage</p> <ul style="list-style-type: none"> • Membership with the Internal Audit / Compliance / SCM professional Institute/

Policies and Standard Operating Procedures <ul style="list-style-type: none"> • Corporate governance principles • Computer Literacy 	<ul style="list-style-type: none"> • Time Management • Interpersonal/Business Acumen 		Experience <ul style="list-style-type: none"> • 5 Years Experience as a Supervisory or Manager role in Auditing / SCM / Compliance or regulatory
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Please apply by submitting your CV together with a certified (not more than 3 months) copy of ID, drivers' license & certificates to: Odirile.ndhlovu@prasa.com. APPLICATIONS i.e. C.V, Certificates etc. TO BE SENT IN ONE PDF DOCUMENT. NB: Clearly indicate the reference number on the subject of your application. (PLEASE NOTE THAT INCOMPLETE APPLICATIONS AND MULTIPLE PDF DOCUMENTS WILL BE DISCARDED)

CLOSING DATE: 13 February 2024
Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.

By responding to this vacancy advert irrespective as to how such information is submitted, you consent to the collection, collation, processing and storing for such information and the use and disclosure of such information in accordance with the PRASA data privacy protection policy. PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for the purpose of this disclaimer "personal information" shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI")

A copy of PRASA's Privacy notice is available on the website or on request.

ISSUED BY CORPORATE RECRUITMENT OFFICE	As per PRASA Employment Equity Plan, this position is earmarked as follows:	MALE				FEMALE			
		African	Indian	Coloured	White	African	Indian	Coloured	White
		X	X	X	X	X	X	X	X