



Commission for the Promotion and Protection of the
Rights of Cultural, Religious and Linguistic Communities.

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Braamfontein, Johannesburg
Private Bag X 90 000, Houghton, 2041

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SENIOR MANAGER: Corporate Governance & Compliance Manager

All inclusive salary package: **R864 177** per annum.
Centre: CRL Head Offices, Braamfontein.

Purpose: To provide strategic support and guidance to the Executive Authority, implement Corporate Governance principles and ensure compliance management in line with applicable legislation, prescripts and execute risk management.

Requirements:

- An appropriate Bachelor Degree in the fields of law or corporate governance.
- A post graduate qualification in Corporate Law or CIS certificate will be an added advantage.
- Knowledge of the Cultural, Religious and Linguistic rights of communities will be an added advantage

Experience:

- Relevant experience in the field of Corporate Governance for 6-10 years,
- Substantial practical and proven experience in developing and implementing governance strategies, policies and procedures.
- Experience in risk assessment and management is very key in the post

Key Competencies & Skills:

- Strategic Planning; Financial Management; Strategic capability and Leadership; Advanced report writing skills and language proficiency;
- Innovative, Assertive, Creative and able to work efficiently under pressure

Roles and Responsibilities:

- Provide effective and efficient Corporate Governance services to the Executive Authority, section 22 Committees and management of the Commission,
 - Render compliance services to the Executive Authority and its Committees and the Accounting Officer,
 - Provide Risk Management oversight role,
 - Manage financial and Human Resources within the department or Unit,
 - Provide secretarial services during Plenary meetings, Committees and Sub Committees.
 - Manage and oversee logistical arrangements for meetings such as packs and reports.
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- Develop and implement guidelines, standards and policies in respect of corporate governance and risk management.

APPLICATION PROCESS:

Please forward your application and comprehensive CV with 3 contactable referees, certified copies of academic qualifications and ID copy not older than 3 months to the HR Department, Private Bag X 90 000, Houghton, 2041. Applicants with a foreign qualification must submit a SAQA evaluation report on the qualification. The Commission reserves the right not to fill the advertised position.

The successful candidate will be required to sign a performance agreement and must be willing to undertake competency assessment tests by an independent service provider.

Closing Date: **08 September 2017**

Enquiries: Mr. Cornelius Smuts
Tel: (011) 358 9105