

## Adapt IT Vacancy

### Legal and Compliance Manager

**Location:** Johannesburg

**Business Unit:** Commercial

#### Role Description:

The purpose of the Compliance Manager is to provide compliance expertise and support to the Adapt IT Group ("Group") to ensure compliance to statutory, governance and other legal related matters for the Group.

#### Role Requirements:

##### Compliance Policies and Procedures

- Responsible for overall compliance advice to Adapt IT Group Leadership and Management to ensure compliance with legislation, regulations, policies and procedures
- Implement standards, policies and procedures governing business compliance
- Assist in the development of the Group Compliance Framework and Procedures as well as the monitoring mechanisms
- Stay up to date with the regulatory compliance aspects affecting the Group and its underlying operations.

##### Compliance to Legislative, Statutory Requirements and Policies

- In consultation with outsourced legal expertise, provide strategic direction on new legislation as well as guidelines on the interpretation and implementation thereof
- In consultation with outsourced legal expertise, ensure technical correctness of Policy documents drafted through regular research and training.

##### Compliance Monitoring

- Design and develop a Group compliance monitoring plan as guided by the Group Audit and Risk Committee
- Conduct periodical internal compliance monitoring within the Group and prepare for annual compliance reviews
- Monitor developments in all compliance aspects affecting the Group and its operations
- Track and assist the Group's Divisions to finalise remedial actions following any compliance findings.

##### Minimise Compliance Risk

- Assist the internal audit function in identifying compliance risk areas, breaches and non-adherence to the Compliance Framework and Procedures in relation to Adapt IT's operations

- Recommend mitigation of risks and implementing remedial action
- Manage organisational risks in compliance with the strategic risk register and operational risk register.

#### Manage Contracts Register

- Maintain the Internal Contracts Register and External Legal Advice Register
- Establish and maintain contracts register, including letters of appointment for service providers
- Ensure that all the terms of a contract have been met before recommending payment to service providers
- Quarterly reporting on status of the contract's registers

#### Compliance Capacity and Stakeholder Management

- Liaise with all key internal clients (eg. Divisional Executives, Finance unit, Key roles, etc.)
- Liaise with all external clients (policyholders, insurers, outsourced partners, intermediaries)
- Maintain acceptable level of capability within the business by assisting with training on relevant legal and compliance matters
- Third party management (including public officials) – includes coordinating due diligence checks on third parties, remediation actions and training of third parties.

#### Education, Qualification and Experience

- LLB Degree or other relevant undergraduate Degree
- 3 to 6 years' experience in governance and compliance, preferable in corporate environment
- Good understanding of software or ICT business and/or industry would be advantageous

#### Skills and Knowledge:

- Commercial Law including global laws and best practice (especially Anti-Bribery and Anti-Corruption and Data Privacy)
- Group Risk Methodology
- Policy Analysis
- Forensics

Adapt IT is committed to successfully implementing employment equity initiatives that actively promote our Broad-Based Black Economic Empowerment (B-BBEE) policy

Closing date:	31 August 2019
Contact person:	Absai Gama
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Position status:	Vacant