

## COMPLIANCE SUPERVISOR/ TEAM LEADER

**DURATION: FIXED TERM THREE MONTHS**

**REMUNERATION: AN ALL-INCLUSIVE PACKAGE OF:**

**R23 300 per Month.**

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.



The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added compliance supervision services to the SABFS, and to ensure good corporate governance within the Sheriffs' profession.

### **PURPOSE OF THE POSITION**

Support the **General Manager: Corporate and Financial Services** by fulfilling the role of Compliance Supervisor/ Team Leader and supervising all Compliance related administration.

### **RESPONSIBILITIES**

The incumbent will supervise the Compliance function and team.

- Oversee the processing of Fidelity Fund Certificates and cards
- Appointment of sheriffs, deputy sheriffs and acting sheriffs
- Ad hoc appointments
- Ad hoc appointments
- Insurance
- National register of sheriffs
- Preparing Circulars and advisory memos to sheriffs
- Statistics
- Provision of compliance related advice to sheriffs
- Collating handover records where sheriff resigns/ removed

### **QUALIFICATIONS & EXPERIENCE**

This is a senior level position suitable for a qualified graduate with 4 years of experience in a compliance environment. Some supervisory experience will be advantageous.

A relevant formal qualification e.g. B Com/ LLB/ BA Law

A minimum of 4 years' experience in a compliance environment.

**Note:** Communication will be limited to shortlisted candidates only.

### **APPLICATION PROCESS**

A letter of application together with a Curriculum Vitae and certified copies of qualifications, should be submitted to [jobs@sheriffs.org.za](mailto:jobs@sheriffs.org.za) closing date: **Friday 04 January 2019** at 12h00.