

Compliance Administrator (X2)

Contract Position



Remuneration: Market Related Salary

The Board seeks to appoint a progressive, service-oriented, and results-driven individual to effectively provide administrative services to the SABFS.

PURPOSE OF THE POSITION

The main purpose of the Compliance Administrator post is to assist with the following:

- Processing data received from sheriffs and/or third parties including personal information involving the personal particulars and financial history of sheriffs.
- Assessing and reviewing data to ensure compliance with the Sheriffs Act 90 of 1986.
- Creating and/or maintaining databases as required by management.
- Liaising with internal and external stakeholders on compliance and/or legal obligations queries.
- The role also provides core administrative support to the Compliance and Administration Division.

KEY PERFORMANCE AREAS

- Processing of Data
- Operating Equipment
- Administrative tasks and other duties
- Processing, assessment, and review of legal obligations submissions
- Liaising and communication with sheriffs and relevant internal and/or external stakeholders and/or third parties
- Administrative tasks and other duties specifically relating to legal obligations

KNOWLEDGE, SKILLS AND ABILITIES

- Effective written communications skills / Good spelling and grammar skills
- Proficient typing and excellent proofreading skills
- Good Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Ability to communicate effectively
- Stress management skills
- Time management skills

- The ability to juggle multiple projects while meeting deadlines

QUALIFICATIONS & EXPERIENCE

- Grade 12
- Minimum of 1 years' work experience
- Adept at using computer software and programs like Microsoft Office, which includes Excel, PowerPoint and Word Experience of MS office

RECOMMENDATIONS

- 3 Year Degree/Diploma in office/business management and/or administration or a related field will be advantageous

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) may be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION PROCESS

- ❖ A Curriculum Vitae, certified copies of ID and qualifications should be submitted to jobs@sheriffs.org.za
- ❖ Closing date for all applications – 29 June 2022
- ❖ Full job description on the website from <http://www.sheriffs.org.za/vacancies>

NOTE: *The South African Board for Sheriffs encourages applications from people with Disabilities.*