

JOB SPECIFICATION

OCTOBER 2019



LEGAL, RISK AND COMPLIANCE LEARNERSHIP PROGRAMME

Just Retirement Life (South Africa) Limited (Just) is recruiting for a 12-month Legal, Risk and Compliance learnership programme. We are looking for a law graduate to work closely with the Legal, Risk and Compliance team to gain valuable experience in the financial services industry. The successful candidate will be part of our team based in our Cape Town office. No previous working experience is required as the programme provides on-the-job training.

The general role responsibilities include:

LEGAL AND COMPLIANCE

- Assist with the design of the compliance monitoring plan and conduct monitoring in line with the compliance monitoring plan
- Assist the Legal and Compliance Manager with regulatory reporting to the various regulators and industry bodies
- Review of NDAs and service level agreements with guidance from the Legal and Compliance Manager and facilitate signing by authorised signatories
- Perform periodic checks that all agreements have been executed correctly, including policy documentation
- Draft risk management plans for identified high risk pieces of legislation
- Assist with company secretarial work to be allocated by the Legal and Compliance team
- Research, review and comment on new pieces of legislation
- Assist with compliance training relating to FAIS, FICA and POPI or other pieces of relevant legislation to the business

RISK MANAGEMENT

- Assist with the investigation and reporting of risk incidents
- Record risk incidents on the Risk.Net system
- Follow up with control owners to ensure quarterly control attestations are updated on the Risk.Net system
- Assist the Head of Risk Management to update the quarterly risk dashboard and Own Risk and Solvency Assessment (ORSA) reports
- Assist with the annual review and update of Risk Management Frameworks and Policies
- Assist with due diligence reviews

REQUIREMENTS

- A legal degree from a South African university
- Preference will be given to South African EE candidates
- Excellent verbal and written communication skills
- Ability to work independently and as a part of a team
- Computer literate

Please email your CV, motivation and certified copies of your qualifications to
Segabe Ditodi sditodi@justsa.co.za