The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

The ARC-Central Office (ARC-CO) seeks to appoint a highly skilled, experienced, and dynamic person to the following position at Hatfield, Pretoria:

ETHICS AND COMPLIANCE MANAGER

Key performance areas:

Compliance Services

- Provide expert Compliance opinions to Executive Management, divisions, and relevant committees.
- Provide information and recommendations for enhancement of Compliance matters.
- Develop and drive strategies to ensure compliance with laws, rules, agreements, practices, and ethical standards applicable to the ARC businesses.
- Create and sustain an ethical and compliance driven culture in the ARC through the identification, implementation, and management of identified initiatives e.g., compliance training and awareness.
- Review and analyse current regulatory requirements to determine applicability to the ARC and establish the ARC Compliance Universe in consultation with relevant stakeholders.
- Design standard operating procedures for compliance processes/procedures, analyse and validate existing protocols and/or recommend and implement necessary improvements.
- Work with managers to ensure implementation of protocols by their respective teams; Advise organisation and portfolios on compliance matters, new compliance laws, obligations, and business transactions.
- Provide a neutral and objective space for people to voice potential unethical behaviour, processes, and practices.
- Provide dedicated subject matter expertise to the entire organisation especially related to Business ethics, in liaison with the Business Ethics and Compliance.
- Analyse ARC internal controls as part of interrogating risk mitigation activities to advise on the development of policies/procedures where there is a lack of adequate or effective controls.

- Conduct compliance assessments.
- Establishes, communicate and facilitate the use of appropriate methodologies, tools and techniques to ensure that the ARC complies with laws and regulations.

Governance

- Effectively promote and practice good Corporate Governance.
- Compile a governance template, which will be reported to SEMPCO, EMC, Audit and Risk Committee, Council on quarterly basis.
- Assist the CEO by conducting investigations when required.
- Report to the CEO on findings investigations conducted.
- Analyse ARC internal controls in order to advice on the development of policies/procedures where there is a lack of controls.
- Provide advice to CEO and the business on matters relating to Corporate Governance in line with recognised corporate governance principles.

Auditing Process

- Addressing compliance and ethics management related audit findings.
- Implement, support and audit relevant quality assurance systems across the organisation.
- Review the audit reports and advise business units when required.

Compliance Reporting

- Drive the development, approval, and implementation of an annual risk-based Compliance Plan and register.
- Compile a quarterly report relating to the mandate of the ethics and compliance function to be reported to SEMPCO, EMC, Audit and Risk Committee, Council on quarterly basis.
- Provide oversight in the production of accurate minutes for the Ethics and Governance Committee, Audit and Risk Committee.

Requirements:

- Bachelor's degree in law, audit, risk management or similar. Post graduate qualification in compliance management or CISA accredited Compliance Practitioners training.
- At least 8 years relevant experience with a track record in the following: Applying knowledge of compliance, corporate governance, and ethics management discipline, standards and best practice in the workplace, public sector compliance.
- Operational planning and implementation, Communication and engagement with senior executives, Legislation applicable to Public Entities.
- Understanding of the public sector, government structures and applicable compliance requirements and relevant legislation.
- Extensive knowledge of compliance, corporate governance, and ethics management.

- Ability to interpret applicable legislative and regulatory frameworks such as the Public Finance and Management Act (PFMA), Treasury Regulations and guidelines.
- Development of compliance management mitigation strategies. Knowledge of the compliance, ethics and governance standards, frameworks and King IV and strategic planning with due consideration of the Medium-Term Strategic Framework government priorities.
- Development of compliance management mitigation strategies. Knowledge of the compliance, ethics and governance standards, frameworks and King IV and strategic planning with due consideration of the Medium-Term Strategic Framework government priorities.
- Knowledge and experience relating to ethics and compliance management, combined assurance, business continuity management, ethics, anti-corruption, and fraud, as well as compliance.
- Accreditation as a Compliance Practitioner with the Compliance Institute of SA an added advantage.

Enquiries: Ms Tshililo Mabirimisa, Tel: (012) 427 9714

CLOSING DATE FOR APPLICATIONS: 10 JULY 2024

Competitive remuneration package will be congruent with the scope, responsibilities, and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to designated groups in terms of the ARC Employment Equity Plan. Permanent appointments are subject to six (6) months' probation period. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity Act.

Applications accompanied by covering letter, detailed CV (Including certified copies of certificates, supporting documents, copy of driver's license and at least three contactable referees) must be attached on the form.

- Click on the link to apply. https://forms.office.com/r/bSJNaeWnK2

NB: Non-RSA citizens with work permit must attach certified copies.

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The company has the right not to appoint.