



Position Title:

Senior Manager: Governance

SASRIA SOC LIMITED

Sasria, a state-owned company, is the only short-term insurer in South Africa that provides affordable voluntary cover against special risks such as civil commotion, public disorder, strikes, riots and terrorism to any individual, business, government or corporate entity that has assets in South Africa.

Sasria has a dual mandate – legislative mandate that directs our day-to-day business operations, and a broader strategic mandate, like any other business in South Africa, to make a positive contribution to transforming our industry and our country, in order to make our country a better place for all her people.

Vision

Special Risks covered

Mission

To Provide Special Risk Solutions for Stability In South Africa.

Core Values

The following values underpin Sasria's pursuit of its stated vision and mission:

- **Fairness** - we will treat all our stakeholders impartially and with respect, recognising our accountability to them;
- **Ethics** - we will conduct ourselves in a manner that is transparent and ethical: courageously doing what is right, honouring our commitments and communicating honestly;
- **Integrity** - we will conduct ourselves in a manner that is fair, transparent and ethical: courageously doing what is right, honouring our commitments and communicating honestly;
- **Service Excellence** – in the performance of our work, we will consistently apply our knowledge, experience and best efforts to deliver relevant and professional service of an exceptional standard;
- **Collaboration** - we will engage with our partners and employees, assuming positive intent, respecting diversity and working together to create uniformly positive outcomes

Sasria is committed to diversifying its staff profile in terms of its transformation agenda and encourages candidates from previously disadvantaged backgrounds to apply. Sasria will respond to short listed candidates. Candidates who have not been contacted within 4 weeks of the closing date can assume that their application has been unsuccessful.

ROLE DESCRIPTION

Job summary statement/purpose

To provide company governance services, ensuring that Sasria adheres to and complies with all applicable laws and corporate governance regulations and guidelines, educating the staff, Executive Committee and Sasria Board members on any changes to such regulation. To drive the successful delivery of the Legal and compliance strategy implementation and the effective running of the office of the Legal and compliance division ensuring the attainment of the Sasria objectives internally and externally.

Key performance areas (duties & responsibilities)

Strategic Alignment

- Assist the Executive Manager with strategic planning, alignment and implementation,
- Legal and Compliance Service Management & implementation
- Keep abreast with legislation, amendments of laws and introduction of new bills.
- Conduct market research to ensure Sasria meets market standards on governance and business-related processes and general core business support processes
- Develop and implement an operational/functional plan, aligned with the strategic objectives of the overall strategy
- Monitor international developments on corporate governance and bring these to the board's attention where they would add value
- Comply with meeting processes and procedures
- Developing & Implementing Strategies & Business Plans
- Drive the divisional strategy
- Compile, review and present divisional and departmental monthly, quarterly and annual reports.

Legal, Compliance and Governance

- Provide leadership in the conceptualisation, development, implementation and continuous improvement of Legal and Compliance function and enable Sasria to lead by example by adopting legal and compliance best practices and standards.
- Exercises cross-functional governance to achieve a consistent and transparent approach to compliance management.
- Ensure that effective and efficient legal and compliance framework strategy, processes and practices are in place enabling business to achieve its strategy.
- Work with Executive Management to discuss and identify and resolve potential compliance weaknesses.
- Ensure the review and development of company policies in line with legal and regulatory requirements
- Review legislative, regulatory and governance developments that may impact Sasria and ensure the Board is appropriately briefed on them.
- Provide input in development of the annual report to ensure that:
 - Statutory deadlines are met.
 - Statutory and regulatory disclosures are validated, particularly in relation to statements given on corporate governance standards and practices in Sasria



- Overall responsibility of legal risk detection and assessment.

Risk Management

- Assuming overall accountability for the adequate legal and compliance risk management framework which exists to identify, analyse, mitigate, manage, monitor, and communicate legal and compliance -related business risk, and that the framework for Legal and compliance risk management is in alignment with the Sasria's enterprise risk management
- Maintain an over-arching, service level-driven performance monitoring and management approach that enables transparent Government monitoring in order to hold the Contractor accountable for inputs and outputs (e.g. external Legal counsel consulting).
- Implement leading practices and processes in the Legal and Compliance fraternity
- Conduct compliance risk and vulnerability self-assessments within SASRIA's business units.

Compliance with regulations and compliance reporting

- Ensure new and current products comply with regulatory requirements such as TCF, FAIS, POPI etc.
- Provide management reports on compliance operations and progress, on a regular basis, and / or as directed or requested by Line Manager, to keep Management informed of the operation and progress of compliance efforts.
- Verify and ensure that a compliance management and monitoring software technology is adequate to monitor all required areas.
- File appropriate compliance reports with regulators such as CIPC, FSB etc.

Financial

- Manage the Legal and Compliance budget, ensuring expenditure within set parameters
- Developing & Managing Budgets & Forecasts
- Controlling Costs
- Interpreting Financial Statements

People Management

- Ensure that annual performance objectives are set and understood by team members in the Legal and Compliance Departments.
- Manage performance of direct reports ensuring agreement of annual goals, measuring performance against agreed goals.
- Talent Management of direct reports, development areas identified and career development plans and paths in place for team members
- Ensure that the working environment contributes to improving staff morale and increasing productivity
- Manage individual and team performance, ensuring that non-performance is dealt with accordingly.
- Identify resourcing needs and participate in the recruitment of staff
- Develop Individual & Team Competence.
- Ensure that all staff are trained, skilled and that their expertise is fully applied
- Ensure that working environment contributes improving staff morale and increased productivity

Qualifications

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- B. Com/BA with Law/ LLB degree and Admitted Attorney/Advocate

Minimum experience

- 7-10 years relevant experience in a similar environment
- Relevant professional qualification i.e. Compliance, Risk management, Corporate law

Knowledge

- Understanding Sasria's regulatory framework.
- Understanding Sasria's core business and the role of the support functions in order to provide an enabling environment for business to happen
- Understanding of legislative environment within which the insurance industry operates- HR Related
- Knowledge of governance structures and how they relate to the Sasria environment
- Legal and Compliance understanding
- Understand Sasria's core business and the role of the support functions to ensure compliance and adherence to good governance practices.

Skills and Competencies

- Ability to engage at all levels
- Good networking skills
- Ability to think strategically
- Business Acumen
- Excellent problem solving and analytical skills
- Good people management skills
- Good interpersonal and presentation skills
- Ability to resolve conflict
- Project Management
- Developing & Implementing Departmental Strategies & Business Plans

Attributes/values

- Attention to detail and accuracy while meeting critical deadlines.
- Prioritizing work and coordinating several Activities/tasks at one time.
- Persuasive and influential
- Resilient and emotionally mature.
- Ability to work under pressure
- Customer Focus
- Drive for Results

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Demographics

A South African citizen of any gender, preference will be given to an EE candidate

Location of the role

The role will be located in Illovo, Johannesburg

CLOSING DATE: 07 May 2019

PLEASE EMAIL YOUR CV TO: careers@sasria.co.za

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