



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

Compliance Officer (Ref: COMP OFF 2022)

(Reporting to the Compliance Manager)

Parktown, Gauteng

Salary Negotiable

Purpose	
<p>The main purpose of the Compliance Officer is to Ensure compliance with the SH Act and Regulations and support enforcement action against Social Housing landlords who do not comply or have contravened the provisions of the SH Act and any other legislation governing the social housing sector, and any other persons rendering social housing services without regulation.</p>	
Key responsibilities	
Key Performance Areas	Activities
Compliance Monitoring	<ul style="list-style-type: none"> • Monitor and enforce compliance with legislation to ensure the protection of the investment • Plan and perform on-site visits in terms of the risk-based supervision approach; • Conduct/ Manage building conditions inspections and tenancy audits by conducting site visits, collecting data, verifying data, making findings and recommendations as required • Contribute to the development of compliance guiding plans, documents and methodologies • Assess and identify potential risks, develop proposals for dealing with and avoiding compliance risks, optimise existing processes and procedures, in line with the SH Regulations parameters • Implement the compliance plan by liaising with SHIs and project leaders, scheduling compliance visits, collecting, collating and reviewing compliance documentation, verifying compliance against agreed standards and identifying anomalies and communicating these monthly • Review compliance by requesting reports, reviewing and analysing reports in line with agreed standards, identifying anomalies and communicating with SHIs and Project Leaders to address anomalies monthly • Monitor service provider performance against the contract and terms of reference
Compliance Information Management and Reporting	<ul style="list-style-type: none"> • Conduct compliance awareness training internally and externally on social housing regulations • Draft compliance reports by tracking performance and progress against compliance targets, analysing trends and patterns, making recommendations and drafting reports monthly and quarterly and recommend corrective actions where feasible
Programme Implementation and Information Support	<ul style="list-style-type: none"> • Conduct tenant management training/education to ensure understanding of the programme objectives • Ensure a compliant social housing sector through assessment of the tenant allocation lists in line with approved guidelines, policies and SH Regulations

	<ul style="list-style-type: none"> • Sector stakeholder engagement support and information sharing to ensure timeous sharing of any regulatory changes and updates to compliance guidelines (social housing policy implementation support) Support the implementation of supply chain management processes (ToR drafting, participate in Bid Specific and Bid Evaluation Committees and Bid Adjudication-as end user, processes)
Compliance Support	<ul style="list-style-type: none"> • Support SHIs and ODAs by identifying compliance anomalies, identifying potential support, providing feedback to the SHIs and ODAs • Support SHIs and ODAs by providing input to facilitate achievement of the necessary levels of compliance, following up and tracking impact of support and initiatives by Support Sector Development and Transformation by providing input on compliance trends and patterns and guiding development of programmes and initiatives to support development of SHIs and projects • Attendance of board meetings to ensure governance support and improvement of the governance levels of the regulated agencies
Complaints Management	<ul style="list-style-type: none"> • Complaints handling, management and reporting (complaints handling system, database admin, referencing and monitor turnaround time); • Provide external stakeholder (National Parliament, National Department of Human Settlements, Provincial Department, etc response report and/or status quo
Regulations and Enforcement Support	<ul style="list-style-type: none"> • Support enforcement by identifying potential enforcement cases and compile and collate the relevant evidence on non-compliance. Support the enforcement procedures by preparing the compliance notices/reports and any other relevant documentation as required; • Ongoing regulatory and enforcement support to ensure on point interventions to institutions put through enforcement process • Provide input into the review of the Social Housing Policy and Regulations, emanating from sector impact assessments in the course of normal compliance management processes
REQUIREMENTS	
Qualifications/Knowledge (including most relevant field of study) <ul style="list-style-type: none"> • Matric and a three (3) year National Diploma/Bachelor's Degree in Law/ Business Management/ Auditing (NQF 7) • Required computer literacy • Certificate in Compliance Management will be an added advantage 	Experience <ul style="list-style-type: none"> • 3 - 5 years compliance, property management or auditing experience • Property Management, Built Environment – 1 year
Leadership, technical and behavioural competencies	
<ul style="list-style-type: none"> • Monitoring • Compliance • Data Analysis • Regulatory Enforcement • Relationship Management • Planning and organising 	<ul style="list-style-type: none"> • Accuracy, Precision and Attention to Detail • Auditing • Risk mitigation and Management • Customer/Citizen service and orientation • Stakeholder Engagement • Problem analysis, solving and trouble shooting

Note: SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to recruitment@shra.org.za. **Please ensure that you use the reference (Ref: COMP OFF 2022) in the subject line.** The closing date for applying is 6 November 2022.
