



EMPLOYMENT OPPORTUNITY

GRADUATE TRAINEE COMPLIANCE

Applications are invited from suitably qualified candidates for the position of a GIT Compliance in the Operations department at ENPF. This position reports to Senior Compliance Officer.

MAIN PURPOSE

To monitor and report on the compliance of employers with provision of the ENPF Order 1974 and other regulatory requirements in line with the Section's Compliance monitoring plan.

KEY PERFORMANCE AREAS

- Provide specialist advice and guidance to the employers and members in respect of compliance, non-compliance, and potential improvements in line with the provision of the ENPF Order.
- Maintain current understanding of all compliance responsibilities required by the ENPF Order, Regulations, and best practice.
- Perform periodic routine and door-to-door inspections to ensure that eligible employers are registered with statutory contributions are remitted to the Fund and recovery of outstanding contributions is undertaken timeously.
- Report defaulting employers and recommend appropriate action to the Senior Compliance Officer
- Prepare summons and other legal documents required for legal proceedings and prosecution of non-compliant/defaulting employers and appear as witness for the fund in court.
- Monitor compliance portfolio using the employer's portfolio account report on regular basis, among other reports.

MINIMUM REQUIREMENTS

- Degree in Accounting/ AAT Level 4
- A Diploma/ Certificate in Law will be considered an added advantage.
- Driver's license

SKILLS AND OTHER ATTRIBUTES

- Exceptional interpersonal skills
- Communication and relationship management skill
- Good skill on report writing.
- High level of confidentiality
- Communication skills both writing and verbal.
- Capacity to work under pressure, meet deadlines and work with minimum supervision.
- Support ENPF's core values by being passionate innovative and energetic.
- Incumbent should be a team player and be able to deal with other staff members and peers.

Written applications accompanied by certified copies of academic certificates must be submitted together with a comprehensive Curriculum Vitae. Closing date for applications is **Friday, 15th September 2023** only emailed applications will be accepted. Applications must be emailed to recruitment@enpf.co.sz.