

**Gaborone Office**

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**Jwaneng Office**

Township Housing Office Block,  
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**Tel:** +267 588 4849

**Orapa Office**

HR Block,  
 Office No.11  
**Tel:** +267 290 2323



**DPF**  
 DEBSWANA · PENSION · FUND

# VACANCY

The Debswana Pension Fund (DPF) is a Botswana based defined contribution pension fund established in 1984 as a Trust through a joint initiative between, De Beers Botswana Mining Company (now Debswana), Anglo American Corporation Botswana (Pty) Ltd and De Beers Prospecting Botswana (Pty) Ltd. Currently the Fund provides pension management services to all employees of the Debswana group of companies, namely, DPF, Debswana Diamond Company, Morupule Coal Mine, De Beers Holding Botswana, Diamond Trading Company Botswana, Peo Venture Capital and Anglo Coal. The DPF is currently the leading Pension Fund in the private sector by size and value.

**The following position is vacant and suitably qualified and self-driven individuals are invited to apply:**

## LEGAL AND COMPLIANCE MANAGER

### MAIN PURPOSE OF THE JOB

Reporting to the CEO, you will manage the Fund's Legal and Compliance division and further act as the Board Secretary to the DPF Board of Trustees.

In addition to being responsible for the day-to-day management of the legal and compliance function for the organization, you will also act as the internal legal resource for Exco and Board, as well as oversee the coordination of Fund Risk management processes across divisions.

### KEY PERFORMANCE AREAS

- Oversees the provision of legal advice and support
- Monitors compliance to regulation and good governance practices
- Liaises with service providers, external legal advisors, regulatory authorities and government
- Reviews and advises on contracts between DPF and external providers with support of the DPF Executive Committee
- Anticipates DPF governance and compliance needs and addresses them accordingly
- Aligns governance and compliance processes and practices to support the DPF and its strategic objectives
- Ensures alignment of DPF risk management framework with regulatory risk based compliance framework
- Reviews and approves reports and meeting materials prior to Board and committee meetings
- Takes minutes at Board and committee meetings
- Oversees all Board Communication, including compilation and distribution of Board packs
- Oversees all Trustee/Board requirements and issues
- Researches and reports to internal stakeholders with up to date expert matter trends and issues on an ongoing basis

### KEY ATTRIBUTES

- Effective leadership and managerial skills
- Ability to manage complex stakeholder relationships (trustees, management, regulator, participating employers, members etc.)
- Attention to detail, especially when writing documents
- In-depth understanding and ability to interpret relevant Pension Legislation
- Excellent written and verbal communication and presentation skills – ability to communicate clearly and engage strategically with external and internal stakeholders
- Strong ethics and commitment to integrity
- Strong computer skills, including but not limited to MS Excel, Word, Outlook, and ERP systems
- Knowledgeable about the industry and staying abreast of latest developments

### JOB REQUIREMENTS

- LLB with ICSA or MBA as an added advantage
- 8 years of which 5 years should be in a management position

If you meet the above requirements please submit your application letter enclosing a detailed updated curriculum vitae and certified copies of relevant certificates addressed to:

**HR COORDINATOR**  
**Debswana Pension Fund**  
**Private Bag 00512**  
**GABORONE**

**E-mail:**  
 recruitment@dpf.co.bw

Correspondence will only be entered into with shortlisted candidates. **Closing Date: 30<sup>th</sup> April 2018**

### DPF Values:

Customer focused | Trust and Integrity | Innovation | Agility | Self-Driven and Motivated



www.dpf.co.bw