

Gaborone Office

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DPF
 DEBSWANA · PENSION · FUND

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, De Beers Global Sightholder Sales and Diamond Trading Company Botswana. 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 COORDINATOR

MAIN PURPOSE OF THE JOB

Accountable for the coordination of organisational legal, risk and compliance matters and directly responsible for the day-to-day management and on-going development of the risk and compliance function.

KEY PERFORMANCE AREAS

Legal and Compliance

- Review contracts between DPF and external providers.
- Prepare compliance documents for the Legal and Compliance Manager's approval.
- Ensure DPF departments comply with risk and compliance policies and procedures.
- Maintain all relevant regulatory compliance documents (e.g. internal policies)
- Maintain the policies and contracts register for all DPF departments.
- Monitor compliance with legal requirements and good governance practices.
- Liaise with service providers, external legal advisors, regulatory authorities and government.
- Review contracts between DPF and external providers with support of the DPF Executive Committee.

Board secretarial services

- Prepare board packs.
- Distribute meeting agendas, board packs and minutes.
- Arranges for travel and accommodation for Trustees.
- Minute taking at Board and Board Committee Meetings.

Risk

- Oversee formal risk analysis and self-assessment for DPF departments.
- Identify keys operational risks and maintain the risk register

- Update overall DPF risk log and maintain copies of departmental risk logs.
- Coordinate risk training when needed.
- Standardise risk-reporting templates.

KEY ATTRIBUTES

- Ability to manage complex stakeholder relationships (trustees, management, regulator, participating employees, members etc.).
- Strong administrating and organising skills with the ability to deal with pressure situations, identify bottlenecks and resolve these speedily and cost effectively.
- Ability to work calmly under pressure to meet tight deadlines, and to work within a small dynamic team.
- Methodological, analytical and organised approach to planning, implementation and record keeping for all activities with a high level of attention to detail.

JOB REQUIREMENTS

- LLB, a qualification in CIS or Risk Management would be an added advantage.
- Minimum of five years' experience in Legal, Corporate Risk and Compliance.

If you meet the above requirements please submit your application letter enclosing curriculum vitae and certified copies of certificates to: **recruitment@dpf.co.bw**

Only emailed applications will be considered. Correspondence will only be entered into with shortlisted candidates

Closing Date: 28th JUNE 2019

DPF Values:

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



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