

INTERNAL AND EXTERNAL ADVERTISEMENT

TRAINEE ASSISTANT OMBUD

The Office of the Ombud for Financial Services Providers (FAIS Ombud) was established in terms of the Financial Advisory and Intermediary Services Act, 37 of 2002 (the FAIS Act). Its objective is to consider and dispose of complaints in a procedurally fair, informal, economical and expeditious manner and by reference to what is equitable in all circumstances. The FAIS Ombud offices are located in the east of Pretoria in Gauteng.

In order to discharge its mandate, the FAIS Ombud seeks to appoint **Trainee Assistant Ombud** who will be responsible for inter alia:

- Conducting research on relevant laws, regulations, and legal articles for determinations;
- Assisting with the draft of correspondence and legal documents, such as contracts;
- Drafting responses to appeals against determinations;
- Drafting of case concepts on matters referred for determination;
- Interacting with complainants and respondents to a complaint;
- Monitoring the prevailing legislation impacting this Office and advise on changes required to adapt to any such changes in legislation;
- Representing the Office at various fora; and
- Various other duties as may be determined from time to time by the FAIS Ombud.

Call 080 111 6666 to anonymously report incidences of fraud at the FAIS Ombud

Fairness in Financial Services: Pro Bono Publico

Kasteel Office Park, Orange Building, 2nd Floor, c/o Nossob & Jochemus Street, Erasmus Kloof, Pretoria
P O Box 74571, Lynnwood Ridge, 0040
Phone: (012) 762 5000 / (012) 470 9080; Fax: (012) 348 3447 / (012) 470 9097
www.faisombud.co.za

The ideal candidate must have:

- A paralegal qualification or have completed a degree in finance, law, auditing, forensics, or be in possession of a Post Graduate Diploma in Financial Planning, or attained an appropriate financial services qualification of at least NQF6 level from a SAQA accredited provider;
- An understanding of the regulatory environment for any of the following: the financial services industry, banking industry, insurance industry, investments, forex, forensics, fintech, and or the auditing field;
- The ability to conduct an impact analysis of any impending regulatory challenges and advise on changes required to adapt to any such changes in legislation;
- The ability to represent this Office at various fora being inter alia – courts, parliamentary hearings, industry associations, the media, tribunals etc.;
- The ability to analyze, interpret, solve problems, and make legal arguments to reach a conclusion; and
- Excellent writing, communication and research skills with an ability to express complex concepts simply.

In addition, the ideal candidate must be:

- Must be a quick learner with good interpersonal and communication skills;
- Must be able to operate within a high-pressure environment;
- Must be able to meet deadlines.
- Must be computer literate.

Interested persons should forward their CVs to Applications@faisombud.co.za by no later than **21 December 2018**. Enquiries may be directed to Mrs. Mpho Diako at 012 762 5000.

In accordance with the FAIS Ombud's Recruitment Strategy, preference will be given to candidates from designated groups.

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The Recruitment and Selection Strategy allows and encourages staff referrals in instances where staff members know suitable external candidates for the advertised position.

Only shortlisted candidates will be contacted. Should you not hear from us within 30 days after the closing date, please consider your application unsuccessful.

Final candidates will be required to undergo a comprehensive background check, which may include security screening, psychometric testing and verification of credentials.

We reserve the right not to make an appointment.



6/12/2018

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