**Vacancy: Compliance Administrator (Permanent)**
**Location:** Midrand

**Who Are We? / About Us**

The Automotive Industry Transformation Fund (AITF) is a collective Equity Equivalent Investment Programme (EEIP) established by seven multinational automotive manufacturers operating in South Africa. AITF plays a central role in driving meaningful and sustainable transformation across the country's automotive sector.

Our mandate is to promote inclusive growth, increased black participation across the automotive value chain, job creation, and enhanced sector competitiveness. We achieve this through the effective management of key transformation initiatives, including EEIP commitments and the APDP2 Transformation Fund, providing developmental funding, facilitating market access opportunities, and delivering targeted support to qualifying enterprises.

Through strong governance, compliance and accountability practices, AITF ensures that its operations are conducted in accordance with applicable regulatory requirements and best practice corporate governance principles.

**Position Summary**

The Compliance Administrator provides administrative and operational support to the Compliance Function to assist AITF in meeting its regulatory, governance and internal compliance obligations. The role is responsible for maintaining compliance records and registers, coordinating compliance activities, supporting policy management processes, assisting with FICA administration, coordinating compliance training initiatives, and providing administrative support for audits, investigations and reporting activities.

The Compliance Administrator will work closely with the Financial and Risk Manager, who will provide day-to-day supervision, work allocation and performance management. The role forms part of the Finance and Risk function, which operates under the executive leadership of the CFO**.** The Compliance Administrator will contribute to promoting a culture of compliance, accountability and sound governance across the organisation.

**Educational Level / Qualifications**

- Relevant NQF Level 6 Diploma or Degree in Compliance Management, Risk Management, Internal Auditing, Law, Governance, Business Administration or a related discipline.

**Advantageous Qualifications**

- FICA-related certification or training.
- Governance, Risk and Compliance (GRC) certification or training.
- Compliance Institute Southern Africa (CISA) membership, compliance training or related professional development courses.

**Key Responsibilities**

**Policy and Compliance Administration**

- Maintain policy registers and monitor policy review cycles.
- Coordinate policy review processes and follow up on outstanding actions.
- Maintain records of approved policies, procedures and amendments.
- Monitor policy acknowledgement processes and supporting evidence.

**Compliance Record Management**

- Maintain compliance registers, records and supporting documentation.
- Ensure compliance records are accurate, complete and readily available.
- Assist with document management and record retention requirements.
- Prepare supporting documentation for audits and reviews.

**Governance and Risk Administration**

- Maintain governance and compliance action registers.
- Track progress against compliance and risk mitigation plans.
- Coordinate meetings, prepare packs and maintain action logs.
- Escalate outstanding governance and compliance matters where required.

**Compliance Reporting and Monitoring**

- Compile and update compliance reports and dashboards.
- Collect and verify compliance information for reporting purposes.
- Track incidents, corrective actions and compliance activities.
- Assist with regulatory submissions and compliance reviews.

**Compliance Training and Awareness**

- Coordinate compliance awareness and training programmes.
- Maintain attendance registers and training records.
- Monitor completion of mandatory compliance training.
- Support compliance communication initiatives across the organisation.

**FICA Administration**

- Conduct Customer Due Diligence (CDD) activities.

- Maintain Know Your Customer (KYC) records and supporting documentation.
- Perform prescribed verification checks in accordance with approved procedures.
- Assist with FICA audits, inspections and regulatory reporting requirements.

**Audit and Investigation Support**

- Maintain investigation records and action logs.
- Support audit engagements and compliance assessments.
- Track remediation and corrective action plans.
- Assist with information gathering for compliance investigations.

**Minimum Years of Relevant Work Experience**

- 1 to 3 years' experience in compliance administration, legal administration, audit administration, risk administration or a related environment.
- Experience maintaining registers, compliance records and supporting documentation.
- Experience coordinating training, audits, meetings and compliance reporting activities.
- Experience within a regulated, public sector, development finance or governance environment will be advantageous.

**Knowledge and Skills**

- Proficiency in Microsoft Excel, Word, PowerPoint, Outlook and SharePoint.
- Strong administrative, organisational and records-management skills.
- Ability to maintain accurate registers and prepare reports.
- Excellent attention to detail and document-control discipline.
- Ability to manage deadlines and follow up on outstanding actions.
- Ability to handle confidential and sensitive information appropriately.
- Strong written and verbal communication skills.

**Behavioural Competencies**

- Integrity and confidentiality.
- Attention to detail and accuracy.
- Planning and organisational skills.
- Accountability and follow-through.
- Professional communication.
- Sound judgement and problem-solving ability.
- Ability to work within established procedures and compliance frameworks.
- Ability to manage competing priorities effectively.

**Closing Date: 16 November 2026**

If you meet the requirements, you are invited to apply by forwarding your CV through the AITF

Careers Portal at **www.autofund.co.za/careers.aspx**

*We appreciate your interest in joining the AITF team. Should you not hear from us within two weeks after the closing date, please consider your application unsuccessful.*