

**COMPLIANCE, RISK & LEGAL ADMINISTRATOR  
2 YEAR CONTRACT  
SALARY: MARKET RELATED**

KZN Growth Fund Trust (KGFT) is a private equity and private debt project financier based in Durban reporting to the KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs (EDTEA). The KGFT seeks to appoint an experienced and suitably qualified Compliance, Risk & Legal Administrator.

Reporting to the General Legal Counsel, the successful candidate will be responsible for financial, legal compliance administrative support for Youth Fund Grant Project or any other project. The role requires an individual that is driven by their commitment to contribute to private sector development, broad-based black economic empowerment and improving the lives of youth of KwaZulu-Natal by executing developmental investments for the KGFT.

**Key performance areas:**

- General Compliance, Risk & Legal administrative support;
- Drafting and preparation of legal documentation;
- Regular interaction with applicants, colleagues, management to ensure the effective delivery of administrative requirements within a specific framework;
- Formatting, retrieving, and editing legal agreements, monitoring and following up on contracts and ensuring it is signed off;
- Keeping the legal and compliance information up to date.

**The following minimum requirements must be met to be considered for this position:**

- LLB or equivalent qualification.
- Relevant administration or legal and compliance degree.
- Minimum 3 years' experience in compliance, risk and legal within the financial services or investment administration sector.
- Strong office administration skills.
- Proficient in MS Office.
- Good communication skills.
- Good organizational skills.
- Attention to detail.
- Compliance environment within the financial services or investment sector.



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Trustees: Mr SS. Buthelezi (Chairperson) - Adv KP. Thango - Ms B. Zulu – Mr A. Dhuki – Mr SZ. Hlophe  
*Ex officio:* Mr Kaya Ngqaka (Acting CEO)

Registration No. IT1437/2007(PMB)



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**KZN GROWTH FUND TRUST EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT.**

Female candidates are strongly encouraged to apply.

Correspondence will be limited to short-listed candidates. Late applications will not be considered. Email users are requested to set the delivery option on both "return receipt" and "confirm delivery". If you have not been contacted within 30 days of the closing date of the advertisement, please accept that your application has been unsuccessful.

**Interested applicants should forward a motivation letter of how each of the entry requirements are met, a detailed CV, certified copies of qualifications and ID document to:**

[Precious@kzngf.co.za](mailto:Precious@kzngf.co.za)

**CLOSING DATE: 31 MARCH 2022**