

## Compliance Assistant - Legal Management

Job Title	Compliance Assistant		
Division	Corporate Division		
Department	Legal Department		
Section	Legal Management		
Location	Head Office	Direct Reports	None
Reports To	Manager - Legal	Version Number	1
External Relations	CITC	Guide Number	6969
Internal Relations	All Departments	Job Code	

### Basic Function

Follow up on commitment with the Communications and Information Technology Commission

### KEY Responsibilities

#### General

- Follow up on commitment with the Communications and Information Technology Commission

#### Judicial

- The regulations and instructions issued by the Communications and Information Technology Commission are applied internally
- Follow up all regulation and instructions issued by the Communications and Information Technology Commission are applied internally

#### Policies and procedures

- Review of internal regulations and compliance with the Communications and Information Technology Commission.

#### Report

- Prepare monthly, quarterly, semi-annual, and annual reports on the Communications and Information Technology Commission

#### EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation

#### Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.

- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 2
Communication	Level 2
Teamwork	Level 2
Technical Competencie	
Compliance Management Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

Competencies – EHS
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting

Organizational Competencies
Beginner <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
Bachelor Degree in Law At least 2 years of relevant experience

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:
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Employee Name:
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I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.  
 Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date:
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