



If you are interested, kindly email your CV to vivian.donaldson@cloudessentials.com

Are you precision-driven? Does compliance excite you? Do you thrive in the risk-sphere?

Title: **Compliance Specialist**
Reporting to: **Compliance Lead**
Sector: **Information Technology Consulting**
Area: **Gauteng Province South Africa**
Salary Bracket: **Market Related**
Work arrangement: **Hybrid (office and home)**

We are looking for a tech savvy Compliance Professional who has experience within the regulatory world and privacy law (such as POPIA, GDPR, CCPA, and Privacy Shield). This candidate will **join** the Compliance and Regulatory Consulting function at Cloud Essentials.

Main Responsibilities:

The massive volumes of electronic data and content generated in modern organisations require a holistic and technology savvy approach to Information Management across the entire lifecycle of content.

Our Compliance Team works closely with our highly regulated customers and our technical experts to plan, manage, and deploy effective solutions that:

- Empower organisations to design and implement integrated solutions to defensibly manage data through its lifecycle from creation to classification and ultimately disposal;
- Decreasing Risk and exposure to eDiscovery; and
- Reducing costs through increased efficiency.

The Compliance Team interprets the business, risk, and compliance needs of our customers through workshop interactions and interpreting the requirements of corporate policies that define sensitive information, retention and classification schedules.

- Advise on the development, deployment and enforcement of policies, procedures, frameworks, and technology controls that ensure data is used, secure and maintained properly.
- Conduct compliance and risk workshops using best practices in combination with (mainly Microsoft) technology to understand, collate, and manage information and Data Privacy objectives.
- Facilitate high quality conversation within workshop and training settings across multiple stakeholders such as IT and Risk, that have varying needs and grasp of regulation and available technology solutions.
- Have a working knowledge of common industry regulations and standards to influence conversations and collaborate with our clients to reach decisions and meet workshop outcomes. A baseline of knowledge that draws from elements of NIST CSF (National Institute of Standards and Technology Cybersecurity Framework) and ISO (International Organization for Standardization), POPIA and GDPR (General Data Protection Regulation of the European Union) is required.
- Expertise and experience with the following will be advantageous:
 - Data Privacy programs;
 - Retention & Disposition Management; and
 - Data Classification Taxonomy.
- Translate requirements driven by regulations, best practice, and Standards into Microsoft & other technology solutions where appropriate.

Kindly take note that the recruitment and selection process will involve psychometric assessments.
If you receive no response within 2 weeks after the closing date, your application is unsuccessful.



- Ensure that new systems and/or applications adhere to existing data management practices, policies, and procedures.
- Serve as a liaison between clients, technology partners, and our functional consulting areas for protecting sensitive data.
- Be bold and be a trusted advisor to our customers and their risk committees.
- Be tech savvy and convey our passion for using technology and all that Microsoft has to offer.
- Interpret policies and procedures on behalf of our clients.
- Work with our advisory partners who draft policies and procedures, perform data privacy risk assessments, and construct data Classification Taxonomy for our customers.
- Inform, advise, and make recommendations on data protection controls and processes.
- Keep abreast of market evolution to ensure our solutions are compelling:
 - Regulatory changes impacting our typical clients.
 - Microsoft and vendor technologies.
 - Feedback from our clients on challenges they face.

Experience and Qualifications Required:

- A legal or consulting background in Governance, Risk, and Compliance.
- Experience with Data Privacy, Cyber Security, and law is key, 3-6 years minimum.
- Experience in Risk and Advisory services, with some exposure to:
 - Records Management
 - Information Risk Management and Compliance, ISO & NIST standards
- Experience or qualifications with Data Privacy Regulations around the world (POPIA, GDPR, Privacy Shield, CCPA, SOX), and ISO standards (ISO 27001).
- As we are a Microsoft focused business, experience with Microsoft's or other technology vendors' Cyber Security and Compliance Tools will be advantageous.

Minimum Requirements:

- Bachelor of Law (LLB) **or** Bachelor of Science in Information Technology **or** Bachelor of Commerce with relevant experience.
- Industry-specific qualifications will be advantageous:
 - CISA (Compliance Institute Southern Africa), IAPP (The International Association of Privacy Professionals), ISACA certifications, including CISSP (Certified Information Systems Security Professional), CISA (Certified Information Systems Auditor), CIP (Certified Information Professional).

Preferred Technical Skills:

- Information Security
- Customer Relationship Management (CRM)
- Cloud/SaaS Services
- Database Management
- Information Management
- Data Privacy Regulations as they pertain to Technology.
- ISO Standards such as 27001 and others
- Data Deletion and Retention Management

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- Data Classification

Preferred Behavioural Attributes:

- Detail-orientated
- Structured and Systematic
- Persuasive
- Socially Confident
- Data Rational
- Evaluative
- Optimistic & Tough Minded
- Achieving
- Decisive
- Good Judgement
- Adaptable

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