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SOUTH AFRICAN RESERVE BANK

File ref. no.: 3/4/1/1/5

Human Resources Department

Job no.: 937

Job title: Trade Analyst

Location: Head Office, Pretoria

Organisation name: Systems Business Support Division

Department description: Financial Surveillance Department

Brief description

The main purpose of this position is to provide team leadership in monitoring the receipt of goods or foreign exchange in respect of import and export transactions, thereby contributing to the maintenance of South Africa's balance of payments.

Detailed description

The successful candidate will be responsible for, among others, the following key performance areas:

- Approve applications in line with exchange control regulations and within approved limits.
- Deliver work outputs for the trade platform, including supervising and conducting data analysis and managing advanced payments.
- Authorise decisions relating to trading exceptions and written application and liaising with other divisions where exceptions are concerned.
- Propose and implement the refinement and continual improvement of tools, methods and processes in own functional area.
- Plan work for self and other team members, using discretion in defining and prioritising work for the team.
- Act as a team leader and coach, coordinating and ensuring quality in the execution of work delivered by staff.
- Provide input into team member performance evaluations and development needs.
- Provide regular status updates and consolidated reports as defined to the manager.
- Engage with internal and external stakeholders, displaying the ability to deliver a coherent and convincing message.
- Stay abreast of developments in relevant standards, procedures and regulations, holding self, team members and stakeholders to account.

Job requirements

To be considered for this position, candidates must be in possession of:

- a Bachelor's degree in Commerce, Informatics, Statistics or an equivalent (NQF 7) qualification; and
- five to eight years' experience in an exchange control environment.

The following would be an added advantage:

- experience in leading teams.

Additional requirements include:

- knowledge and skill in;
 - industry, organisational and business awareness;
 - quality assurance;
 - continual improvement;
 - risk management and compliance practices and standards;

Trade Analyst

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- risk and compliance monitoring and reporting;
- knowledge of:
 - the operations manual;
 - exchange control legislation, governance, risk and compliance;
- skill in:
 - verbal and written communication (including presentations and report writing);
 - analysis and problem-solving;
 - judgement and decision-making;
 - building and maintain relationships;
 - planning and organising;
 - service and stakeholder focus;
- competence in Microsoft Office packages (e.g. Excel, Word and PowerPoint); and
- the ability to work in a team.

Additional details

Career path: Functional Contributor (FC)

Level: FC3 – Pro

Enquiries relating to this position may be directed to Mr Vincent Matshoba at Vincent.Matshoba@resbank.co.za.

This position will be advertised internally and externally.

How to apply

All interested parties are invited to apply.

Internal applicants MUST apply through the HCM Cloud Solution.

Follow these links:

- Click on **Me**.
- Click on **Show More**.
- Under **Current Jobs**, click on **Search Jobs**, then select the job you want to apply for.
- Click on **Apply now**.

External applicants MUST apply online, via www.resbank.co.za.

All available vacancies will be visible.

Follow these links:

- Click on **WORK @ SARB (Career opportunities)**.
- Under **Latest vacancies**, scroll to 'For more vacancies click here' and click on **here**.
- Click on **All jobs**.
- Select the job you want to apply for.
- Click on **Apply now**.
- Login/register
 - Is this your first visit to our Job Site? > Register today (Ensure that you include all your skills and qualifications during the registration process.); or
 - Already registered on our Job Site? > Already registered? > Login here.

Do not enclose copies of your identity document or qualifications with your application.

Shortlisted applicants will be subjected to a psychometric assessment, an appropriate reference check and a security clearance as part of the selection process.

The closing date for applications is **27 March 2025**. Late applications will not be considered.

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In line with the SARB's commitment to diversifying its workforce, preference will be given to suitable candidates from designated groups. People with disabilities are welcome to apply.

The SARB offers remuneration and benefits commensurate with the level of the position and in line with the market. The level at which the successful applicant will be appointed will depend on his/her competence and experience.

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