

Job Title	Graduate Trainee: Regulatory Services
Business Unit	Regulatory Services division
Geographical Area	Based in Illovo, Johannesburg
Job Type	2 year graduate programme with a performance review after 12 months. Possible permanent employment after the 2 year programme.
Overview of One Capital and the role you will play	<p>One Capital was founded in 2009 as an independent corporate advisory firm providing innovative strategic and financial advice to our clients. In 2010, the company acquired Barnard Jacobs Mellet (BJM) Corporate Finance, which became a wholly-owned subsidiary.</p> <p>Our success is premised on the provision of client-centric, independent advice, with no bias toward any particular instrument or product, across both the debt and equity capital markets. In your role, you will be exposed to a wide range of listed companies and products and you will focus on their compliance with the JSE Limited Listings Requirements and Debt Listings Requirements (“JSE Requirements”). The JSE Requirements govern the relationship between listed companies and the JSE and listed companies have to adhere to these at all times.</p> <p>The One Capital team consists of highly qualified and experienced individuals from varying backgrounds and as a graduate you will benefit from leveraging off their diverse experience. You will have some interaction with the One Capital advisory team and will benefit from exposure to their transactions and how these are structured. In addition, your position will require daily direct communication with our clients, presenting you with numerous occasions to interact with their top level management. It is therefore imperative that the successful candidate possesses the appropriate communication and interpersonal skills to interact professionally with very senior levels of management.</p> <p>One Capital's dynamic, enthusiastic and inclusive team looks forward to welcoming graduates that are willing to adopt our culture and strive for the excellence that we pride ourselves on.</p>
Critical Performance Areas	<p>Our clients are typically large corporates and most of them have market capitalisations in excess of R1 billion. Some of our larger clients have market capitalisations in the range of R10 billion – R40 billion. However, we view each of our clients as equally important and want to ensure that the chosen graduates understand and implement this philosophy.</p> <p>The Graduate Trainee will be expected to learn and then carry out all JSE sponsor related activities including:</p> <ul style="list-style-type: none"> ▪ understanding of the JSE Requirements;

	<ul style="list-style-type: none"> ensuring all JSE related documents are accurate, complete and in compliance with the JSE Requirements; managing the submission of all client related documents to the JSE on SENS (the Stock Exchange News Service); drafting and releasing of JSE related announcements; liaising with the JSE and other regulators as required; and managing on-going client liaison. <p>Please note that in relation to your position, you will be required to work outside standard office hours from time to time (e.g. if SENS announcements have to be released after 5pm or before 8am). It is therefore important that you have your own transport and that you have sufficient flexibility in your personal life / commitments before 8am and after 5pm.</p>
Qualifications	<ul style="list-style-type: none"> Any individual who has recently completed a degree, or will complete a degree in 2014, in any of the following disciplines: <ul style="list-style-type: none"> BAcc; BA Law / LLB; BBusSc (Accounting / Finance / Economics); and BCom Accounting / Economics / Finance / Financial Management / Financial Planning / General / Investment Management / Law. <p>BCom Honours in any of the above disciplines will be advantageous but it is not necessary.</p>
Competencies Required	<ul style="list-style-type: none"> Excellent communication skills (both written and spoken) and fluent in English. These skills are critical to the position, therefore One Capital will also test these skills independently. Efficient, responsible, accountable and able to work without supervision. Trustworthy and honest, with the highest adherence to ethical standards. Very high attention to detail and has a passion for accuracy and detail. Intelligent, adaptable, resourceful and has the ability to learn quickly while on-the-job. Good organizational skills and able to manage time and prioritise different tasks effectively. A self-starter who is proactive and uses his / her initiative at all times, but also knows when to seek guidance and instruction from senior management. Someone that knows how to follow up and never avoids taking responsibility. Ability to handle positive, professional and constructive criticism (bearing in mind that the candidate will likely have no previous exposure to this type of work and/or clients). Proficient in the use of MS Outlook, Powerpoint and Word, with a basic understanding of MS Excel.
On-going training required	<ul style="list-style-type: none"> The Graduate Trainee will be required to attend the JSE Sponsor Development Programme and pass the examination within the first year from commencement of employment. Failure to pass this examination may lead to summary termination of the graduate's participation in the graduate training

	programme.
To apply	<p>Please click on the link below or paste it into your browser, which will direct you to the application form for this position. The password to enter the application form is RSDgrad2015*</p> <p>https://www.surveymonkey.com/s/RegulatoryApplicationForm</p> <p>Please ensure that you carefully read the Important Information and Terms and Conditions contained on the site, before applying for this position.</p>
Closing date	12 September 2014