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19 February 2024

The **Ethics Institute** is a non-profit company based in Pretoria, that provides thought leadership, training, assessments, products, and advice on organisational ethics to both the public and private sectors.

Until 8 March 2024, we are inviting applications for the position of an **Ethics Subject Matter Expert**, with a private sector focus. This position is full-time in a hybrid working environment. The cost to company is negotiable, and will consider the applicant's current remuneration structure.

### MAIN FUNCTION

Providing professional advisory services to client organisations, conducting relevant research, providing thought leadership, developing policies for clients, and conducting training.

### POST REQUIREMENTS

- A second or third degree related to the field of organisational ethics.
- At least six years' work experience in the field of organisational ethics or a related field.
- Project management skills - ability to manage projects from initiation to completion.
- Ability to build and maintain healthy relationships with colleagues, clients and other stakeholders.
- Independent worker and high level of initiative, but also a good team player.
- Ability to work to deadlines and under pressure.
- Excellent writing, editing, and oral communication skills in English.
- Excellent MS Office and general computer skills; and
- Excellent interpersonal etiquette.

### APPLICATION REQUIREMENTS

- Submit a full-length Curriculum Vitae (inclusive of your identity number) on or before the 8<sup>th</sup> of March 2024 to the Office Manager, Remofiloe Kale. [remofiloe@tei.org.za](mailto:remofiloe@tei.org.za)
- Submit a letter of motivation on why you should be appointed as an **Ethics Subject Matter Expert** of The Ethics Institute. Your letter should also indicate how your skill set will make a valuable contribution to the services that TEI offers.
- Knowledge or experience in whistleblower standards or general engagements, will be advantageous.
- Applications to be submitted as PDF documents.
- Applicants will be disqualified should applications not be submitted according to the listed requirements.
- No late applications will be considered.

### RESPONSIBILITIES would include, but are not limited to:

1. Professional advisory services:
  - (a) Conceptualising projects and writing of project proposals
  - (b) Consulting with clients to design, develop and implement ethics management or anti-corruption programmes, or whistleblowing management systems

- (c) Developing innovative approaches, instruments, and frameworks to support client organisations in the implementation of their Ethics Management / Anti-Corruption Programmes
  - (d) Conducting assessments and highlights areas of risk from an ethical perspective in client organisations
  - (e) Developing ethics strategies, policies and codes of ethics customised to the client organisation
  - (f) Consulting with clients and seeks opportunities for the sale of additional services
2. Research, thought leadership and standard-setting:
- a) Conducting specialised research to support and advance the importance of Ethics, Whistleblowing and Anti-Corruption
  - b) Developing frameworks and guidelines to inform Ethics, Whistleblowing and Anti-Corruption policy and practices
  - c) Developing leading practice guidance in collaboration with expert partners
  - d) Drafting media releases, opinion pieces and engaging with public media
  - e) Serving on, or representing TEI on relevant governance and advisory bodies
3. Training:
- a) Developing new training programmes and updating current training programmes
  - b) Conducting training for clients and open programmes
4. Project leadership and team management:
- a) Designing and managing project teams
  - b) Overseeing outputs of project teams
  - c) Reporting on project statuses
  - d) Mentoring new team members

Prior to applying, applicants should ensure that they can identify with The Ethics Institute's Vision, Mission and Convictions, as stated below:

### Vision

The vision of The Ethics Institute is:

“Building an ethically responsible society.”

### Mission

“Enabling and supporting the cultivation of ethical organisations”.

### Our Convictions

Everything we do is informed by our core convictions:

#### ***We make a meaningful difference***

At The Ethics Institute we are committed to making South Africa and Africa a better and fairer place for all. Ethics is the cornerstone of safe, just and prosperous societies. We advance ethical responsibility in South Africa and other countries on the African continent where we are active. We aim to be at the forefront of our field, and to have a reputation for making a meaningful difference within our sphere of influence.

#### ***We build trusting relations***

Our wealth is the trust that members and clients place in our ability to live and demonstrate our convictions. Our expertise and sensitivity for their needs make us valued and respected partners. At The Ethics Institute we do work we can be proud of, and in a way, we can be proud of.

#### ***We enjoy working together***

We are passionate about our work. A positive collegial spirit is key to our success. We treasure personal freedom of mind, but also care about and support one another. Our interaction creates positive energy and ignites creativity.

In short: **At The Ethics Institute we find meaning and joy in what we do.**