



INTERNAL/EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is a statutory entity established in terms of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical and expeditious manner.

RISK AND COMPLIANCE OFFICER

Pretoria Office, Ashlea Gardens

Remuneration: *The position offers a salary package commensurate with experience*

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint results-driven, passionate about service delivery, thrives under pressure, respects deadlines and a team player with high levels of professionalism.

Minimum requirements and key competencies:

- A Bachelor's Degree in Risk Management, Compliance, Auditing or equivalent
- At least 3 years' relevant experience
- Experience in the financial services sector will be an added advantage
- Display good knowledge and understanding of legislation applicable to the OPFA
- Display good knowledge and understanding of organisational risk including Human Resources and Information Technology related risks.
- Strong stakeholder relations
- Strategic capacity
- Team player
- Analytical skills
- Good verbal and written communication skills

Responsibilities:

- The Risk and Compliance Officer is responsible for:
 - Managing organisational risk and tracking its compliance status taking into account changes in relevant legislation by developing and managing an effective and efficient system of risk and compliance management for the OPFA

- Identifying, analysing and mitigating the impact of regulatory requirements applicable to the OPFA
- Developing the regulatory universe and the risk-based compliance plans of the OPFA for approval by the Board
- Resolving issues of non-compliance efficiently and effectively
- Establishing and co-ordinating the internal risk committee with risk and compliance champions.
- Offering guidance and support to risk and compliance champions in proactively identifying risks and mitigating them timeously
- Business Continuity Management including the review, update and tracking of Business Continuity Plan for the organisation
- Developing and reviewing Risk and Compliance Manuals for the OPFA
- Developing compliance monitoring plans and tools to track both organisation and respective departments' compliance
- Managing and monitoring Ethical Compliance of the OPFA including whistle-blowing mechanism and staff ethics training
- Monitoring the OPFA's strategic objectives by consolidating information from different departments that feed into the OPFA's reporting on performance information
- Tracking of internal and external audit findings and reporting to the Board
- Reporting on legislation, compliance, risks, plan progress and all instances of non-compliance and corrective action to the Board

Interested persons should apply in writing by submitting their application, inclusive of letter of motivation, CV, recently certified copies of qualifications and ID, to careers@pfa.org.za. People with disability are welcome to apply Closing date for applications is 19 June 2020

The OPFA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.