



### **INTERNAL/EXTERNAL ADVERT**

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B of the Pension Funds Act, 24 of 1956. Our mandate is to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical, and expeditious manner.

<b>Position</b>	<b>: Risk and Compliance Officer (x1)</b>
<b>Position status</b>	<b>: Permanent</b>
<b>Reporting line</b>	<b>: Chief Financial Officer</b>
<b>Position location</b>	<b>: Pretoria, Ashlea Gardens</b>
<b>Remuneration range</b>	<b>: R553 600.00 – R862 350.00</b>

#### **Qualifications and Experience:**

- 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

**Candidates that do not meet any one of the aforesaid requirements will not be considered and therefore need not apply.**

### **Minimum Requirements and Key Competencies:**

- 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
- Identify, analyse, and mitigate the impact of regulatory requirements applicable to the OPFA
- Develop the regulatory universe and the risk-based compliance plans of the OPFA for approval by the Board
- Resolve issues of non-compliance efficiently and effectively
- Establish and co-ordinate an internal risk committee with risk and compliance champions.
- Offer guidance and support to risk and compliance champions in proactively identifying risks and mitigating them timeously
- Responsible for Business Continuity Management including the review, update and tracking of Business Continuity Plan for the organisation
- Develop and review Risk and Compliance Manuals for the OPFA
- Develop compliance monitoring plans and tools to track both organisation and respective departments' compliance
- Management and monitoring of Ethical Compliance of the OPFA including whistleblowing mechanism and staff ethics training
- Monitoring of 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.

### **Behavioural Attributes:**

The potential suitable candidate must be a strategic and creative thinker, passionate about service delivery, be able to thrive under pressure. The candidate must be able to display compassion towards members of the public and complainants and have an open-door policy. Energetic, outcomes and deadlines driven attributes are essential. An influential team player, great communicator, with high levels of integrity and professionalism.

**Remuneration:** OPFA offers market related remuneration commensurate to the successful candidate's skills and experience.

Interested persons may submit applications, inclusive of academic qualifications and CV to [careers@pfa.org.za](mailto:careers@pfa.org.za). Closing date for applications is 03 August 2023.

The OPFA reserves the right not to make an appointment. If you do not receive any response within 2 weeks of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.

The OPFA is an equal opportunity employer and as such, preference will be given to candidates from the designated groups in line with the organisation's employment equity plan. [People with disability are encouraged to apply.](#)

By completing your details and submitting your application, you consent to OPFA processing your personal information.