



## **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 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 market related salary***

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

#### **Minimum Requirements:**

- 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 and strategic capacity
- Team player and analytical skills
- Good verbal and written communication skills

#### **Responsibilities:**

- 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 Accounting authority
- 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 implementation of corrective measures.
- Tabling of reports at MANCO, Risk and Audit Governance Committees, Accounting Authority and the National Treasury.

***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](mailto:careers@pfa.org.za) . People with disability are encouraged to apply. Closing date for applications is 09 May 2022.***

***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.***