



WE ARE HIRING:

RISK AND INFORMATION OFFICER

Reference: PSSPF – RIO-2026

Location	Menlyn, Pretoria
Employment Type	Permanent
Salary	Market Related
Industry	Retirement Fund / Financial Services

ABOUT OUR CLIENT:

Our client is Retirement Fund based in Menlyn, Pretoria. The Fund is committed to sound governance, regulatory compliance and service excellence, and is seeking to appoint a suitably qualified and experienced professional to join the team.

PURPOSE OF THE ROLE:

To safeguard the Fund by executing and maintaining the operational risk management framework in line with regulatory requirements, governance standards and internal policies, while ensuring the integrity, quality and reliability of risk-related information and reporting. The role supports effective identification, assessment, monitoring and communication of risks, enabling informed decision-making and fostering a strong, compliant and proactive risk and information culture across the organisation. The position plays a key role in embedding a strong, compliant and proactive risk culture.

COMPETENCIES REQUIRED:

- Knowledge of risk frameworks, methodologies, controls, treatment plans, and monitoring principles.
- Understanding FSCA/Pension Fund Act requirements, risk governance obligations and reporting standards.
- Knowledge of how to document risks, controls, KRIs, incidents, emerging risks, and self-assessment reports.

The PSSPF reserves the right not to fill this advertised position. The PSSPF is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender, and disability). African, White, Coloured, Indian candidates and people with disability are encouraged to apply. All shortlisted candidates will be subjected to background checks.



- Understanding of accurate, reliable, and secure data management as it relates to risk reporting.
- Knowledge of how Fund operations link to operational risks, controls, processes and inter-departmental dependencies.
- Familiarity with incident types, escalation triggers, timelines, and evidence requirements.

DUTIES:

- Operational Risk Framework Execution: Implement and strengthen operational risk frameworks, controls, and governance across the organization while identifying and addressing risk gaps.
- Data Governance and Records Management: Ensure effective data governance, records management, security, compliance, and regulatory adherence.
- Information Quality Assurance: Maintain high-quality, accurate, reliable, and consistent organizational data through monitoring and quality controls.
- POPIA/Data Risk Liaison: Support POPIA compliance, privacy governance, breach management, and data protection processes.
- Risk Assessment and Documentation: Conduct risk assessments, maintain risk registers, and support business continuity and compliance initiatives.
- Risk Reporting and Monitoring: Prepare governance reports, monitor key risk indicators, and track mitigation activities.
- Risk Awareness, Training and Culture: Promote a strong risk of culture through training, workshops, and organization-wide risk awareness initiatives.

REQUIREMENTS:

- A diploma or a degree in Risk Management, Compliance, Governance, or related fields.
- Risk Management short course or certificate (Advantageous)
- 3-5 years of experience in risk management, governance, compliance, or information management is required.

For applications and enquiries:

Please submit your CV, letter of motivation together with certified copies of ID and Qualifications to faith@lenohlahla.co.za. Please state the name of the position you are applying for in the subject line of your email.

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Should you not receive a response within four weeks of the closing date, please consider your application unsuccessful.

Closing date: 10 August 2026

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