



WE ARE HIRING:

COMPLIANCE OFFICER

Reference: PSSPF – CO-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 provide support in monitoring, assessing, and reporting on the Fund's adherence to regulatory, legislative, and internal requirements. The role performs compliance reviews, maintains accurate compliance records, supports regulatory submissions, and contributes to strengthening the Fund's compliance culture and control environment.

COMPETENCIES REQUIRED:

- Compliance, monitoring and review skills, analytical and assessment skills, documentation and reporting skills
- Knowledge in Executing routine compliance checks, the ability to identify gaps, to test adherence to policies and flag irregularities.
- To analyse compliance results, interpret evidence, identify risk trends and preparing audit findings.
- To maintain accurate compliance records and produce structured reports for the Manager: Compliance.
- Identify inefficiencies in compliance processes and propose improvements to strengthen controls.

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.



- Manage multiple audits, reviews, and documentation demands while meeting Regulatory deadlines.

DUTIES:

- **Compliance Monitoring:** Monitoring compliance across all operations and identify gaps or risks, conduct routine reviews to detect non-compliance early. Identify and escalates emerging compliance risk when necessary.
- **Compliance Audits and Assessments:** Conducts Audits and assessments to ensure compliance with policies and regulations, checks that operational processes meet regulatory requirements, reports audit findings and recommends corrective actions.
- **Compliance Record Management:** Maintains accurate compliance records and regulatory correspondence, keeps compliance documents up to date and accessible. Tracks submission deadlines and maintains audit evidence logs.
- **Process and Control Improvement:** Supports the implementation of Audit, corrective and action plans. Helps improve compliance processes and controls, identifies inefficiencies and recommends workflow improvement. Monitors the effectiveness of approved improvements.
- **Risk Assessment and Documentation:** Conduct operational risk assessments, maintain risk documentation and registers, and support business continuity, resilience, and compliance initiatives.
- **Information Handling:** Handles sensitive compliance information with discretion and professionalism. Safeguard confidential documents in line with Organisational policies.

REQUIREMENTS:

- BCOM degree in law, Risk Management, Compliance or related field. Professional memberships (e.g., SAICA, SAIBA, or ACIS)
- Basic Financial Crime certification relevant to pension funds and the retirement sector.
- Internal Audit or Risk Management short course 3-5 years of experience in Compliance, Risk or Regulatory Support roles
- Knowledge of pension fund regulations (e.g. Pension Funds Act, 24 of 1956)
- Experience in Financial services or retirement fund compliance preferred

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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.

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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