



WE ARE HIRING:

LEGAL OFFICER

Reference: PSSPF – LO-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 legal support to the Fund by ensuring compliance with all applicable legislative and regulatory requirements, including the Pension Funds Act, FSCA Conduct Standards, PFA complaint-handling procedures, governance frameworks and internal fund rules. The Legal Officer ensures that all regulatory submissions, determinations, fund policies, contracts and legal correspondence are managed with accuracy, accountability and integrity. The role ensures effective resolution of complaints, supports enforcement of governance standards, strengthens the Fund's regulatory posture and promotes legally sound decision-making across the organisation.

COMPETENCIES REQUIRED:

- Advanced knowledge of the Pension Funds Act, FSCA directives, PFA procedures, governance rules, and statutory obligations.
- Strong legal drafting and interpretation skills to accurately handle legislation, rulings, contracts, and governance policies.

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.



- Expertise in dispute resolution, corporate governance, compliance standards, and records management
- Effective complaint handling, board process oversight, and secure data governance aligned with POPIA.
- Core competencies include legal analysis, writing, stakeholder engagement, and case management, enabling defensible responses and efficient handling of multiple matters.
- Policy review, risk identification, and escalation to safeguard compliance and organisational integrity.

DUTIES:

- **Management of Adjudicator and Regulatory Issues:** Prepare, assess, and submit legally compliant responses to the Pension Funds Adjudicator (PFA) within statutory timelines. Analyse systemic trends from PFA complaints and regulatory feedback.
- **Legal Administration and Record:** Maintain a compliant record-keeping environment aligned with governance requirements and POPIA. Develop version-control and retention mechanisms for rulings, directives, contracts, and Board/committee packs.
- **Support in Legal Policy and Governance Processes:** Assist in developing, reviewing, and updating legal, governance, and compliance policies. Align policies with Pension Funds Act, FSCA directives, Treating Customers Fairly (TCF) outcomes, and governance frameworks
- **Task Support and Action:** Maintain a risk-prioritised register of ongoing legal matters, complaints, PFA determinations, and regulatory cases. Provide legal insights to cross-functional teams to ensure organisational alignment.
- **Regulatory Research, Interpretation & Advisory Support:** Conduct ongoing research on updates to pension legislation, FSCA Conduct Standards, directives, and case law. Translate legislative changes into practical implications for Fund policies and member-facing procedures.
- **Contract Review, Legal Vetting & Risk Mitigation:** Review and assess legal clauses in contracts, SLAs, and service provider agreements for compliance. Identify legal risks, propose mitigations, and support negotiations to safeguard Fund interests. Ensure contractual engagements adhere to regulatory requirements and sound procurement practices.

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REQUIREMENTS:

- BCOM degree in Law (LLB) or equivalent legal Qualification, Technical/ Legal Certification.
- Admission as an Attorney (Preferred).
- Short courses in Law/Governance (Advantageous).
- 3-5 years of Experience in a Legal, Regulatory, Compliance or relevant role. Knowledge of pension fund regulations (e.g., Pension Funds Act, 24 of 1956).
- Experience in financial services or retirement fund compliance preferred.

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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