

Senior Specialist: Policy, Compliance and Risk

Salary: R 1 315 559.65 All inclusive package

Please note: This is a fixed-term position until 31 March 2030

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Education and Training Snr Specialist: Policy, Compliance and Risk. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

The purpose of the risk management policy is to provide guidance regarding the management of risk to support the achievement of corporate objectives, protect staff and business assets and ensure financial sustainability.

Duties and responsibilities:

- Develop and implement the risk management policy, strategy, and Business continuity management policy in line with the PSETA overall strategy and relevant legislation.
- Develop, manage and review risk registers on a quarterly basis to mitigate risk trends and emerging risks in an organisation.
- Review and update the risk profiles of the PSETA on a regular basis and report to the governance structures and relevant authorities.
- Develops and manage the risk management plans in consultation with Heads of Divisions and create dashboard to report progress on risk mitigation activities within the PSETA.
- Facilitate and coordinate risk assessment workshops for Executive Management team and AA to review and update the risk register in order to

enrich risk intelligence of the team

- Provides quarterly audit and risk reports to Line Managers for EMT and AA meetings.
- Prepare and facilitate quarterly audit and risk reports to Managers, EMT and AA for sign off and compliance with the relevant guidelines and legislation.
- Develop, manage and implement the PSETA Code of Conduct and Ethics policy and create awareness through workshops and communication on a quarterly basis.
- Develop, manage and implement the fraud and anti-corruption plan to ensure awareness within the organisation.
- Manage and facilitate that the ethics survey is conducted and prepare the recommendations from the outcome for presentation to the Management team and the Accounting Authority.
- Conduct quality assurance on documentation to the CEO's office to ensure compliance with the SETA policies and guidelines, accuracy and relevance.
- Facilitate and follow through communication from the CEO's office in terms of policy and strategic decision that it is filtered to correct intended audiences to ensure understanding and compliance thereof.
- Provide knowledgeable review and recommendations for intended policy shifts to the CEO ensuring that context, analysis and the views of the respective areas are collated and summarized.
- Coordinate the Annual Policy reviews by Divisional Heads
- Conduct annual fraud risk assessments to identify and understand risks to PSETA business and weaknesses in controls that present a fraud risk to the organization
- Prepare the key themes, presentations and reviews for the CEO with detailed content to ensure that presentations are packaged to reflect the PSETA brand and the CEO's preferred style.
- Manages, review and implements risks according to an enterprise risk management strategy

- Manages Insurance Risk Management and Business Continuity Planning activities for PSETA and provide monthly departmental reports specifically relating to the activities of the department.
- Develop and monitor compliance reports.
- Direct and maintain the highest ethical standard in finance department, including compliance with all legislative and statutory requirements to ensure integrity of the PSETA operations.
- Manage and monitor risks within the department through continuous internal and external monitoring tools and processes for the business impact, as well as changes in stakeholder needs.
- Develop, review and maintain the risk plan and report the discrepancies or areas of concern to management to mitigate on legitimate potential legal disputes.
- Minimise the exposure to legislative contravention by implementing policies and procedures in full support of legislative requirements.
- Develop and maintain a quality assurance and improvement program that covers all aspects of the policy & risk management activity to ensure compliance.
- Works collaboratively with stakeholders by establishing and maintaining effective working relationships.
- Manage the external stakeholder relationship with the organisation to ensure a healthy working environment and the integrity of the organisation.
- Develops, implements and monitors an internal and external stakeholder management system.
- Facilitate and maintain the internal stakeholder relationship as a key advisory on policy and risk management and legislation to foster collaborative relationship.
- Represents PSETA in meetings with stakeholders in a professional manner and mitigate problems whilst demonstrating a high level of integrity in line with PSETA core values.
- Provides advice and guidance to Management on internal and external

stakeholder related matters.

- Collaborate and contribute to the budget preparation process and ensure divisional and departmental budget monitoring in line with PSETA financial guidelines.
- Ensure the effective, efficient, economical, and transparent use of financial and other resources.
- Manage financial and other resources relating to the core business of the PSETA.
- Manage the budget against the fruitless and wasteful expenditures and mitigate such deviations by implementing action plans.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits and explores opportunities to reduce costs.

Requirements:

- Graduate Degree in Business Administration, Finance, Accounting, Economics, Risk Management or a related field. NQF 7.
- Honours Degree in Business Administration, Finance, Accounting, Economics, Risk Management or a related field. NQF 8.
- 5 Years general experience in Risk and Compliance Management, preferably within the Public Service Sector / Entity or SETA environment is required.
- 3 Years' experience in a Risk Management environment at a specialist level interacting at executive levels in required.
- Certified Risk Manager (CRM)
- Certified Financial Risk Manager (CFRM)
- Certified Information Systems Auditor (CISA) – Advantageous
- Certified Internal Auditor (CIA) – Advantageous
- Project Management Professional (PMP)
- Analytical capability

- Influencing skills
- Negotiation skills
- Interpersonal skills
- Innovative
- Ethical approach
- Sound judgment
- Proactiveness
- Customer Centricity
- Resilience
- Attention to detail
- Planning and Organising
- Multi-tasking skills

PSETA Values

Living the PSETA Values:

- ***Honesty and Integrity:*** being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.
- ***Accountability:*** answerability, blameworthiness, liability, and the expectation of account-giving.
- ***Service Excellence:*** providing service that meets the customer's needs and expectations, customer experiences are surpassed and when customers feel that they have received that little unexpected extra in the shape of extra effort.
- ***Fairness and Transparency:*** impartial and just treatment or behaviour without favouritism or discrimination. Lack of hidden agendas or conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision making.

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Capital Management Department via e-mail to recruitment@pseta.org.za.


Please note: Closing Date: 02 July 2026

Enquiries: Mr. Carleb Nxumalo - **Call: 012 423 5700**

Designated groups are encouraged to apply (Youth, Women and People with disabilities)

PSETA is a listed public entity, and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after the closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

Please note that this is an employment equity position. All applicants are considered; however, preference will be given to people living with disabilities and designated groups.

 11/06/2026