

Specialist: Legal and Compliance

Salary: R1 096 153,87 per annum plus benefits

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 **Specialist: Legal and Compliance**. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

The purpose of the Specialist: Legal and Compliance is to provide specialised Legal advisory and Compliance management services to PSETA.

Duties and responsibilities:

Legal and Compliance (40%)

- Provides services in the drafting and vetting of all forms of contracts and legal opinions.
- Serves as a liaison and coordinator between PSETA and law firms on various legal related matters.
- Ensures vetting of organisational policies and procedures are consistent with the law.
- Promotes legal practices within PSETA.
- Manages all legal proceedings to protect PSETA interests, including pleadings, briefs, trials and settlement negotiations.
- Implements the contract management framework for PSETA.
- Implements quality assurance guidelines on contracts, tenders and other legal documents between

PSETA and third parties.

- Partakes in negotiations between PSETA and third parties.
- Develops and implements control systems to prevent or deal with violations of legal guidelines.
- Preserves the organisation's integrity by ensuring it remains lawful and ethical, whilst enabling efficiency and effectiveness.
- Identifies compliance issues and provides advice or training.
- Prepares reports for Senior Management and external regulatory bodies as appropriate.
- Continually tests alignment and enablement of compliance management practices and company practices with industry relevant regulation and legislation.
- Provides guidance to Business Units on specific provisions of the applicable Acts and Communicates.
- new regulatory requirements and risks where necessary.
- Submits statutory compliance returns to relevant Regulatory bodies.

Governance (30%)

- Monitors the operation of controls and procedures in order to ensure the integrity of PSETA.
- Identifies and monitors departmental risks.
- Develop and maintain a risk register, as well as a system to monitor the dispositions of results communicated to management.
- Implement action plans to address internal and external audit findings, continuously monitor progress against these plans.
- Ensures compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.
- Ensures compliance with all relevant regulations and policy frameworks.

Stakeholder Management (15%)

- Establishes and maintains effective working relationships through collaboration with stakeholders and relevant interests.
- Represents PSETA in meetings with stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.
- Provides advice and guidance to Management on internal stakeholder related matters.
- Manages relationships in accordance with policies, procedures and legal requirements.
- Implements and monitors the stakeholder management system.

Finance Management (10%)

- Contributes to the budget preparation process.
- Ensures the effective, efficient, economical and transparent use of financial and other resources.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits and PSETA financial guidelines, report deviations to direct Manager.
- Explores opportunities to reduce costs.

PSETA Values (5%)

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.

Requirements:

- Bachelor's degree in Law or equivalent (NQF 7)
- Bachelor's Hons degree in Law / LLB or equivalent (NQF 8) advantageous
- Up to 7 years relevant experience as an admitted Attorney
- Driver's License Cobe B.
- Memberships / Professional affiliations
- South African Law Society or CISA - Compliance Institute Southern Africa (advantageous)
- Strategic Thinking
- Management and Supervision
- Time Management
- Teamwork
- Interpersonal Relations and Skills
- Decision Making
- Creativity/Innovation
- Conflict Management
- Adaptability/Flexibility

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation via email with subject: Specialist: Legal and Compliance to recruitment@pseta.org.za.

PLEASE NOTE: Closing Date: 15 September 2026

Enquiries: Ms Phuti Phosa - **Call: 012 423 5700**

Please note that this is an employment equity position. All applicants are considered, however, preference will be given to people living with disability and Designated groups (Youth, Women and People with disabilities). In line with PSETA EE Plan.

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 closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

19 August 2026

A handwritten signature in black ink, consisting of a circular scribble followed by a series of loops and a final horizontal stroke.