

Senior Specialist: Policy, Compliance and Risk Management

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 at the 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.

Key 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.
- Develop and manage the risk management plans in consultation with the Executives and create a dashboard to report progress on risk mitigation activities within the PSETA.
- Facilitate and coordinate risk assessment workshops for the Executive Management team and AA to review and update the risk register to enrich the risk intelligence of the team
- 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.
- Conduct annual compliance, ethics, and fraud risk assessments to identify and understand risks to PSETA business and weaknesses in controls that present a compliance, ethics and fraud risk to the organisation.

- Develop and monitor compliance management reports.
- 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.
- Facilitate and maintain the internal stakeholder relationship as a key advisor on policy, risk management, and legislation to foster a collaborative relationship.
- Represent 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.
- Ensure the effective, efficient, economical, and transparent use of financial and other resources.
- 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:

- 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 (added advantage).
- 5 years of 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 is required.
- Certified Risk Management Practitioner (CRM Prac) – Added advantage OR
- Certified Risk Management Professional (CRM Prof) – Added advantage OR.
- Certified Ethics Officer – Added Advantage.

Skills

- 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.

If you meet the above requirements, please use the application link below to complete and submit your application. Applicants are required to upload a detailed CV, certified copies of educational qualifications, and a motivation letter as part of the application process.

[Application for Senior Specialist: Policy, Compliance and Risk Management – Fill out form](#)

Please note: Closing Date: 28 September 2026

Enquiries: Ms Phuti Phosa - **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.



08 September 2026