VACANCY

JOB TITLE	:	**COMPLIANCE OFFICER**
REPORTS TO	:	**HEAD: COMPLIANCE OFFICER**
BUSINESS UNIT	:	**COMPLIANCE**
LOCATION	:	**HEAD OFFFICE: PRETORIA**
POSITION STATUS	:	**1 X PERMANENT, 1 X FIXED TERM CONTRACT (4 MONTHS)**
POSITION GRADE	:	**D2**

Purpose of the Job

To partner with the business to raise the profile of compliance, proactively and constructively assist business to manage its responsibility to comply with all relevant legislative requirements, business policies and industry frameworks and to minimise compliance risks by providing advice and guidelines to management through the application of risk management principles, processes and procedures. General Compliance Officer works with the Head of General Compliance to support the implementation of Postbank's Compliance Framework across all business units

Job Responsibilities

Strategic Leadership and Product Development:

Monitoring, Reporting, and Assurance

- Implement the annual Compliance Monitoring Plan, including periodic reviews of business units and support functions.
- Track, monitor, and report on compliance findings, breaches, and remedial actions.
- Prepare and submit compliance reports to the Head of General Compliance, Executive Management, and Board Committees (e.g., Audit & Compliance Committee).
- Provide assurance on the adequacy and effectiveness of controls mitigating compliance risks.
- Coordinate and collate compliance monitoring outcomes for inclusion into Postbank's risk registers and IAAP (Internal Audit Action Plan) processes.

Compliance Framework and Governance

- Implementation and maintenance of the Compliance Framework, ensuring it remains aligned to legislative, regulatory, and supervisory expectations.
- Coordinate the review and update of the Compliance Policy, Compliance Charter, and related procedures.
- Ensure effective integration of compliance principles within governance structures, business processes, and decision-making forums.
- Maintain an up-to-date Regulatory Universe covering all applicable laws and regulations impacting Postbank's operations.

Advisory and Business Support

- Provide expert regulatory interpretation and guidance to business units on the practical application of legislation.
- Review new products, services, and initiatives to ensure regulatory compliance prior to launch.
- Participate in project committees to provide compliance input on new systems, digital initiatives, and business changes.
- Assist in identifying, assessing, and mitigating compliance risks in line with the Risk Appetite Framework.

Collaboration and Integration

- Work closely with Risk Management, Internal Audit, Legal, Information Security, and Operations to ensure coordinated oversight and incorporation of compliance requirements in all operations.
- Support the Head of General Compliance in driving group-wide initiatives, audits, and reporting cycles.
- Participate in routine projects such as the Section 16 Banking Licence, FSP Licensing, and PFMA Schedule 2 compliance to ensure regulatory alignment.

Regulatory Change Management

- Monitor and analyse new or amended legislation, standards, and regulatory notices affecting Postbank.
- Conduct impact assessments and coordinate implementation plans for affected business areas.
- Update the Regulatory Universe and Compliance Risk Management Plans (CRMPs) accordingly.

Commercial and Financial Management

Value Proposition Design and Customer Experience:

Awareness, Training, and Culture

- Conduct compliance training, awareness, and induction programmes for employees and executives.
- Promote an ethical and compliance-focused culture throughout Postbank.
- Develop communication materials to reinforce awareness of compliance obligations and emerging regulatory changes.

- **Regulatory Compliance and Risk Management:**

Regulatory Engagement and Reporting

- Support the Head of General Compliance in managing regulatory relationships and engagements with the SARB, FSCA, FIC, PASA, National Treasury, and other supervisory authorities.
- Coordinate responses to regulatory inspections, information requests, and directives.
- Ensure timely submission of regulatory reports, returns, and attestations.
- Maintain a register of regulatory correspondence, findings, and responses

Record keeping and Evidence

- Ensure maintenance of complete and accurate compliance records, registers, and documentation in line with PoPIA and record retention requirements.
- maintain data integrity for compliance metrics and reports submitted to internal and external stakeholders.

Policy and Procedure Management

- Coordinate the review, alignment, and approval of all Postbank policies, procedures, and manuals for compliance with regulatory and governance standards.
- Maintain a central Policy Register and track review cycles, approvals, and implementation status.

Qualifications and Experience

- Relevant degree in law, audit, risk management or similar;
- must meet “fit and proper” requirements of a Compliance Officer as prescribed by local regulators
- Compliance management within a banking environment with significant experience of financial crime risk management. 5 years’ post-qualification experience
- Relevant postgraduate qualification (advantageous)

Knowledge and understanding of:

- Excellent understanding of MS Word, Excel, Power Point
- In-depth understanding of the regulatory and supervisory framework governing banks and state-owned entities, including:
  - Banks Act, 1990 (Act No. 94 of 1990)
  - Financial Sector Regulation Act, 2017
  - Financial Intelligence Centre Act (FIC Act), 2001
  - Financial Advisory and Intermediary Services (FAIS) Act, 2002
  - Public Finance Management Act (PFMA), 1999
  - Protection of Personal Information Act (PoPIA), 2013
  - National Payment System (NPS) Act, 1998
  - Prevention and Combating of Corrupt Activities Act (PRECCA)
- Knowledge of Basel principles, King IV Corporate Governance, and risk-based compliance approaches.
- Understanding of regulatory reporting, monitoring methodologies, and risk management frameworks
- Awareness of current compliance, governance, and ethics trends within the financial sector

Skills and Attributes

Ability to design, implement, and maintain a Compliance Framework aligned to SARB and FSCA and other legislative requirements, Strong skills in compliance monitoring, testing, and assurance methodologies using applicable compliance management tools, Advanced ability to interpret and apply legislative and regulatory requirements to operational processes, Proficiency in policy development, review, and governance tracking, Regulatory Compliance management tools and systems,

Strong analytical and problem-solving abilities with attention to detail, Competent in report writing, data analysis, and presentation to executive and board-level stakeholders, Ability to conduct and lead impact assessments for new or amended legislation.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to recruitmentNM@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

25 November 2026

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.