

POSITION NUMBER : 60064950
JOB TITLE : MANAGER: COMPLIANCE
JOB GRADING : D2
REPORTS TO : HEAD OF COMPLIANCE
BUSINESS UNIT : COMPLIANCE MANAGEMENT
LOCATION : PRETORIA
POSITION STATUS : PERMANENT

Purpose of the Job

To support the Head of Compliance in ensuring enterprise-wide regulatory compliance and safeguarding the Bank against legal, regulatory, and financial crime risks. This includes implementing effective compliance programs, maintaining AML/CFT standards, proactively managing compliance risks, responding to regulatory inspections, and fostering a strong compliance culture aligned with legislative and supervisory expectations.

Job Responsibilities

- Identify and manage risks associated with non-compliance.
- Contribute to the establishment and maintenance of a robust compliance framework that protects the Bank from legal, regulatory, reputational, and operational risks.
- Monitor and interpret evolving legislation, regulations, and guidance affecting the Bank's operations, including PFMA, Banks Act, Conduct Standard for Banks, FICA, FAIS, PoPIA, PAIA, National Payment System Act (NPSA), and other applicable frameworks.
- Provide impact analysis and ensure timely implementation of necessary changes.
- Identify inefficiencies and redundancies, and propose streamlined procedures that enhance productivity, reduce regulatory burden, and support operational agility.
- Conduct regular compliance monitoring and testing to assess the effectiveness of compliance controls. Investigate any violations or control failures and initiate corrective actions.
- Develop and deliver targeted training and awareness programmes to ensure staff understand their compliance obligations, with particular focus on AML/CFT, KYC/CDD/EDD, data privacy, and FAIS requirements.
- Draft, review, and maintain policies and procedures aligned with applicable laws and regulatory frameworks. Ensure clear communication and accessibility of all compliance documentation.
- Promote integrity and ethics by ensuring actions align with legal and regulatory expectations.
- Build stakeholder trust through visible commitment to compliance across all levels of the Bank.
- Identify and manage financial crime risks, including money laundering, terrorist financing, and proliferation financing.
- Strengthen the Bank's AML/CFT controls in line with FICA obligations and risk-based approaches.
- Ensure the implementation and ongoing refinement of the Bank's AML/CFT programme, including effective KYC, transaction monitoring, sanctions screening, suspicious transaction reporting (STR/SAR), and adherence to FATF Recommendations.
- Support compliance with the FAIS Act through process design, competency frameworks, and operational compliance checks.
- Prepare reports for senior management and governance committees, summarising compliance activity, risks, incidents, and regulatory changes.
- Maintain records to demonstrate effective compliance oversight.
- Support the Bank's interactions with regulators such as the FIC, FSCA, SARB, etc.
- Assist in inspections, audits, and submissions, and facilitate timely responses to regulatory requests.
- Work with various functions/ departments to embed compliance into day-to-day business practices and ensure holistic compliance coverage.

Qualifications and Experience

Qualifications:

- Relevant bachelor's degree or equivalent (NQF Level 7) in Law, Commerce, or related field.
- Certificate in Compliance (advantageous).
- Professional AML/CFT certification such as CAMS or CISA (advantageous).

Experience:

- At least 5 years' experience in a compliance role within the banking or financial services sector.
- Direct involvement in compliance monitoring, regulatory audits, or inspections.
- Proven experience in managing AML/CFT programmes, FAIS frameworks, and enterprise compliance risk.

Knowledge and understanding of:

- Expert knowledge of compliance risk frameworks and ability to conduct CRMPs. Applicable statutory and regulatory requirements, including but not limited to the Public Finance Management Act, Banks Act, Financial Intelligence Centre Act (FICA), Financial Advisory and Intermediary Services Act (FAIS), PoPIA, PAIA, NPS, etc.
- Regulatory change management and policy drafting skills.
- Experience engaging with regulators and managing inspections.
- Excellent written and verbal communication skills for reporting to executives and regulators.
- Strong analytical and investigative skills to interpret data and detect trends.
- Ability to train, influence, and support staff in compliance matters across the Bank.
- Familiarity with compliance tools and technology (e.g., screening/monitoring systems).
- Strategic mindset with the ability to align compliance with business objectives.

Attributes

- High ethical standards and integrity.
- Strong attention to detail and organisational skills.
- Independent thinker with sound judgment under pressure.
- Resilient and able to manage competing priorities.
- Collaborative and solution-oriented approach.
- Discreet and trustworthy with confidential matters.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@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

27 August 2025

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.

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