Petroleum Agency SA ("PASA") a subsidiary of CEF SOC Limited, is responsible for promoting and regulating the exploration and production of oil and gas (petroleum) resources within the Republic of South Africa, both on-shore and off-shore, on behalf of the Government in terms of the Mineral and Petroleum Resources Development Act (MPRDA). The PASA offices are based in Cape Town.

RISK AND COMPLIANCE OFFICER (Three-year Fixed Term Contract)

JOB PURPOSE

Implement, maintain, and continuously improve the organisation's enterprise risk management **AND** compliance management frameworks, together with its governance assurance and business continuity arrangements. The role supports effective risk oversight, systematic management of compliance obligations, sound corporate governance, organisational resilience, and informed strategic decision-making.

KEY PERFORMANCE AREAS

The Key Performance Areas include:

- Develop, implement, maintain, and continuously improve the organisation's Enterprise Risk Management Framework **and** Compliance Management Framework, including the supporting policies, procedures, methodologies, controls, monitoring mechanisms, and reporting arrangements for each discipline;
- Develop and implement risk assessment methodologies, models and systems;
- Develop and implement annual risk management **and** compliance monitoring plans; track internal and external audit findings, identified control weaknesses, and compliance breaches; and coordinate, monitor, and report on corrective actions until closure;
- Identify potential areas of compliance vulnerability and recommend appropriate controls, monitoring mechanisms, and reporting processes to mitigate compliance risks;
- Maintain and continuously enhance the organisational risk register, compliance universe, regulatory obligations register, compliance risk assessments, and associated monitoring and reporting tools;
- Plan and conduct risk-based compliance reviews and assessments to evaluate adherence to applicable legislation, regulations, standards, and internal policies; document findings; agree remedial actions with accountable owners; and monitor implementation to closure;
- Provide strategic risk **and** compliance advisory services to management, executive committees, and the Board;
- Coordinate business continuity management and organisational resilience initiatives;
- Monitor emerging legislative, regulatory, and standards developments; assess their impact on the organisation's obligations, processes, and controls; communicate required changes to accountable stakeholders; and monitor implementation;
- Perform risk management for all PASA projects and initiatives and ensure risks are properly assessed, evaluated and assigned to the relevant owners for risk treatment;
- Develop and deliver risk, compliance, and governance awareness programmes and training interventions to establish and maintain a risk management philosophy and culture within the organisation; and
- Prepare accurate, timely, and decision-useful risk, compliance, governance assurance, and business continuity reports for management committees, Executive Management, and Board Committees, clearly setting out material exposures, compliance status, control weaknesses, emerging obligations, overdue remedial actions, and matters requiring escalation or decision.

MINIMUM QUALIFICATIONS / EXPERIENCE

Qualifications: Bachelor's degree in Commerce, Risk Management, Compliance Management, Law, Internal Audit, Governance, or a related field.

Added Advantage: A postgraduate qualification (Honours Degree or equivalent) in Risk Management, Compliance, Governance, or related discipline

Experience: A minimum of six (6) years' relevant experience across enterprise risk management **AND** compliance management, with exposure to governance, internal audit, assurance, or business continuity functions. Experience in state-owned entities, regulatory environments, or the oil and gas sector will be advantageous.

Professional Registration: Membership of or affiliation with relevant professional bodies will be an added advantage, including but not limited to:

• Institute of Risk Management South Africa (IRMSA); and/or • Compliance Institute Southern Africa (CISA); and/or • Other recognised governance, risk, or compliance professional bodies.

Knowledge: Extensive knowledge of enterprise risk management principles and methodologies, compliance management principles and methodologies, regulatory obligation management, compliance monitoring, control design and assessment, and risk-based assurance practices;; • Strong understanding of corporate governance and statutory compliance frameworks; • Sound knowledge of Treasury regulations, state-owned governance, and assurance practices

Core Competencies: Strategic Thinking, Problem Solving and Decision Making, Stakeholder Relations, Report Writing, Planning and Organising, Collaboration and Teamwork, Professionalism, Ethical Conduct and Integrity.

Please forward your CV and covering letter to: **riskandcompliance2@petroleumagencysa.com**

Preference will be given to suitably qualified candidates from designated groups in accordance with the organisation's Employment Equity Plan and applicable employment equity legislation. Only shortlisted candidates will be contacted for interviews. If you do not hear from us within four weeks of the closing date, please consider your application unsuccessful.

The deadline for applications is **Friday, 06 November 2026 at 16h30.**
Late applications will not be considered.