

01 March 2024

The Public Investment Corporation (PIC) manages investments on behalf of the Government Employees Pension Fund, Unemployment Insurance Fund, Compensation Fund and other public sector entities. The organisation is one of the largest investment managers in the country and on the African continent. Applications are invited from dynamic individuals for the following challenging position:

Position: Ethics Specialist

Job Grade: * D1-D4

(REF No: ES010324)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Minimum Qualifications and Experience:

- B-degree in Commerce/ Law, Corporate Governance/ Risk Management and Compliance or equivalent.
- Ethics Officer Certification Programme (EOCP) Accredited.
- Over 5 years relevant experience

Preferred Qualifications :

- A postgraduate qualification (Honours) in Commerce/ Law, Corporate Governance/ Risk Management and Compliance or equivalent

Minimum Technical/Core Skill Requirement

- Experience in PIC applicable legislation
- Project management
- Experience in Ethics and compliance in the financial services industry

Duties:

Ethics Risk Assessment:

- To perform implement and monitor ethics risk and opportunity assessments for the PIC.
- To perform ethical culture assessments for the PIC.
- To provide input into the ethics risk and opportunity profile of the PIC.

Planning;

- To contribute to the development of the overall Ethics Office strategy and ethics management plan.

Standards, codes and policies:

- To provide input into the revision of ethics-related policies to align with codes of ethics and/or conduct within the PIC.

Ethics Management:

- To assist the Head: Ethics Office in the implementation of ethics-related policies, with particular attention to the record-keeping, analysis and evaluation of policies related to:
 - Gifts and entertainment.
 - Conflicts of interest and due diligence.
 - Extra-remunerative work.
 - Code of Ethics
 - Anti-bribery and Anti-Corruption Policy
 - Whistleblower Policy
- To design and implement ongoing learning and awareness programmes on the Code of Ethics and Ethics Related Policies to effect behavioural change within the PIC.
- To ensure ethical decision-making is embedded in key processes.
- To provide guidance and advice to employees, management and the board on ethics-related issues.
- To ensure implementation and monitoring of consequence management of ethics-related cases.
- To implement the ethics communication strategy with the assistance of the communications team.
- To provide advisory and safe reporting ('speak-up' or whistle-blowing) facilities.
- To coordinate and implement ethics opportunity and risk assessments (ERAs).
- To identify and report on unethical behaviour and corrupt activities.
- To assist the wider PIC in driving an ethical culture through collaboration with HR, Risk and other inter-related departments.
- To conduct ethics assessments on reported unethical conduct.
- To contribute to defining the scope of investigations and identify ethical breaches post-conclusion of investigations.

Ethics and Reputational Risk Assessments

- To conduct Ethics and Reputational Risk Assessments in relation to Investment Transactions.
- Present the assessment outcomes at various governance forums.

Monitoring and reporting:

- To ensure monitoring adherence to ethics standards and compliance with regulations and guidelines.
- Ensure development and maintenance of confidential procedures and systems required for effective handling of allegations related to ethics.
- Ensure prompt investigations pursuant to complaints and allegations of ethical misconduct.
- Provide regular reports and updates as instructed by the Head: Ethics Office.
- To compile Ethics-related reports for submission to PIC Committees.

Behavioural Competencies:

- Achievement Orientation
- Ability to communicate complex issues in both spoken and written form.
- Strong detail orientation
- Self-starter and ability to take initiative
- Stakeholder management
- Commercial Business Acumen
- Problem-solving skills

- Strong organizational and project management skills

The PIC assets under management are nearly R2.6 trillion across listed and unlisted investments. The firm prides itself in its diversity, excellence, and a commitment to contribute positively to society in all its activities. The PIC offers unparalleled exposure to investment markets, industries, sectors and is globally recognised as a leading investment firm when it comes to Responsible Investing. If you are dynamic, resilient, agile, disciplined and are committed to making a difference - we look forward to your application.

Closing Date: 08 March 2024

PIC is an equal opportunities employer and as such appointments will be done in line with PIC's Employment Equity Plan.

Please forward a copy of your comprehensive CV quoting "ES010324" to Recruitment5@pic.gov.za

*** Grade range is from D1-D4 commensurate with applicable minimum requirements**

By submitting your job application, you consent to PIC's processing of your personal information for the purposes of assessing your job application. PIC will process your Personal Information in accordance with applicable laws and the PIC Privacy Policy available here (www.pic.gov.za). You are free to withdraw your consent at any time, after which, PIC may no longer be able consider your job application.