

27 January 2025

The Public Investment Corporation SOC Limited (PIC) is an asset management firm, whose mandate is to make investments in various sectors of the economy on behalf of public sector entities. Amongst our clients are the Government Employees Pension Fund, the Unemployment Insurance Fund, and the Compensation Fund. Over the years, we have grown to be amongst the top, large investment managers in South Africa and the rest of the African continent, with current assets under management at just over R2.6 trillion. At the centre of our growth is a team of self-driven professionals who are results-focused.

We are currently seeking applications from dynamic individuals for the following position:

- **Position:** Ethics Specialist
- **Job Grade:** D1-D5
- **Ref:** ETS004
- **Salary:** All-inclusive remuneration package
- **Centre:** Public Investment Corporation

Purpose of the role:

The purpose of an ethics specialist is to ensure that an organization operates in compliance with ethical principles, legal standards, and organizational values. Playing a crucial role in fostering a culture of integrity, accountability, and trust within the PIC.

Requirements:

Minimum Qualifications and Experience:

- B-degree in Commerce/ Law, Corporate Governance/ Risk Management and Compliance or equivalent
- Ethics Officer Certification Program (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:

- Assist the Head: Ethics Office in the implementation of ethics-related policies, with particular attention to: 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 and Whistleblower Policy
- Provide input into the revision of ethics-related policies to align with codes of ethics and/or conduct within the PIC
- Design and implement ongoing learning and awareness programs on the Code of Ethics and Ethics Related Policies to effect behavioural change within the PIC.
- Ensure ethical decision-making is embedded in key processes
- Provide guidance and advice to employees, management, and the board on ethics-related issues
- Ensure implementation and monitoring of consequence management of ethics-related cases
- Implement the ethics communication strategy with the assistance of the communications team
- Provide advisory and safe reporting ('speak-up' or whistle-blowing) facilities.
- Coordinate and implement ethics opportunity and risk assessments (ERAs).
- Identify and report on unethical behaviour and corrupt activities
- Assist the wider PIC in driving an ethical culture through collaboration with HR, Risk, and other inter-related departments
- Conduct ethics assessments on reported unethical conduct
- Contribute to defining the scope of investigations and identify ethical breaches post-conclusion of investigations

Ethics and Reputational Risk Assessments

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

Monitoring and reporting:

- Ensure monitoring adherence to ethical 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.
- Compile Ethics-related reports for submission to PIC Committees.

Competencies and skills:

- 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

Our firm values diversity, and excellence and is committed to the realisation of these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and willing to be part of a team that is focused on creating meaningful change, you are welcome to submit your application for this position.

Closing Date: 03 February 2025

*** Grade Range: The grade range for this position is from D1-D5, commensurate with applicable minimum requirements.**

The PIC is an equal opportunities employer, aligning appointments with the PIC Employment Equity plan.

Please forward a copy of your comprehensive curriculum vitae to: Recruitment5@pic.gov.za

Privacy Notice: By submitting your application, you consent to the PIC processing your personal information as per applicable laws and the PIC Privacy Policy available on the PIC website

(www.pic.gov.za). You are free to withdraw your consent at any time, after which, the PIC may cease processing your application.