



**sanedi**

South African National Energy  
Development Institute

ENERGY INNOVATION FOR LIFE  
SANEDI, PO Box 9935, Sandton, 2146

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## Job Advert

**Position:** Junior Governance, Risk and Compliance Officer (Junior GRC Officer)  
**Programme:** Programme 1  
**Division:** Legal, Governance, Risk and Compliance (LGRC)  
**Location:** Sandton  
**Contract Type:** Permanent

### 1. Purpose

The Junior Governance, Risk and Compliance Officer (“Junior GRC Officer”) is responsible for supporting the implementation and maintenance of the Governance, Risk, Compliance and Ethics (“GRC”) framework within South African National Energy Development Institute (“SANEDI”).

The incumbent will provide operational and administrative support in enterprise risk management, compliance monitoring, ethics management, governance administration, legal support and Board/Committee administration to ensure that SANEDI complies with applicable legislation, governance frameworks and regulatory obligations applicable to Schedule 3B State-Owned Entities (“SOEs”).

The role supports the promotion of ethical conduct, sound governance, risk-aware decision-making and compliance with the Public Finance Management Act (“PFMA”), Treasury Regulations, King V™ Corporate Governance Principles, and other applicable legislation and governance standards.

### 2. Qualifications and Experience minimum requirements

- Bachelor’s Degree (NQF Level 7) in Law, Accounting, Risk Management, Internal Audit, Compliance Management or related qualification.
- A Bachelor of Laws (LLB), BCom Law or Accounting qualification will serve as a strong advantage.
- Minimum of 3 to 5 years’ relevant experience in Governance, Risk Management, Compliance, Legal, Audit or related environment.
- Experience within the public sector or State-Owned Entity (“SOE”) environment will be advantageous.
- Exposure to PFMA compliance, governance structures and Board/Committee administration is essential.

### **Added Advantages**

- Certificate in Risk Management.
- Certificate in Compliance Management.
- Training in Ethics Management or Corporate Governance.
- Knowledge or certification relating to ISO 31000 Risk Management Framework.
- Training relating to PFMA compliance and SOE governance.

### **3. Knowledge Required**

The incumbent must demonstrate knowledge of:

- Public Finance Management Act (PFMA).
- Treasury Regulations and National Treasury Instructions.
- King V™ Corporate Governance Principles and Practices.
- Corporate Governance principles applicable to Schedule 3B State-Owned Entities (“SOEs”).
- Enterprise Risk Management frameworks and methodologies, including ISO 31000 Risk Management Principles and Guidelines.
- Compliance Management methodologies and regulatory compliance monitoring frameworks.
- Ethics management frameworks and anti-corruption practices.
- Governance, Risk and Compliance (“GRC”) systems and reporting methodologies.
- Board and Committee administration processes.
- Relevant legislation applicable to SANEDI and the public sector environment.
- Risk registers, compliance registers and governance reporting processes.
- Microsoft Office Suite and report-writing methodologies.

### **4. Key Competencies and Skills Required**

- Strong analytical and problem-solving skills.
- Good report-writing and presentation skills.
- Attention to detail and accuracy.
- High level of integrity, confidentiality and ethical conduct.
- Good interpersonal and stakeholder engagement skills.
- Good verbal and written communication skills.
- Ability to work independently and within a team environment.
- Good organisational and administrative skills.
- Ability to manage multiple priorities and meet deadlines.
- Sound judgement and professional conduct.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)

## 5. Summary of Key Responsibilities and Job Scope

- 5.1 Risk Management
- 5.2 Compliance Management
- 5.3 Ethics Management
- 5.4 Legal and Administrative Support
- 5.5 Governance and Board/Committee Administration

## 6. Additional Information

It is our intention to increase the level of Indian, Coloured, White and people living with disabilities male, female and/others of representativity at all levels throughout the organisation. Therefore, preference will be given to competent group of candidates named above.

The Junior GRC Officer will be based at the SANEDI office in Sandton, Johannesburg,

Please email a detailed CV to: [GRCoofficer@sanedi.org.za](mailto:GRCoofficer@sanedi.org.za)

The closing date for this position is: 14 May 2026

Should you not hear from SANEDI within 30 days after closing of this advert, please consider your application unsuccessful