



INTERNAL/EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical and expeditious manner.

DEPUTY PENSION FUNDS ADJUDICATOR

Pretoria Office, Ashlea Gardens

Remuneration: *Salary package commensurate with experience*

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint a candidate who is results-driven, passionate about service delivery, thrives under pressure, respects deadlines and is a team player with high levels of professionalism.

Minimum requirements and key competencies:

- LLB Degree
- 10 years uninterrupted practise as an Attorney or Advocate, law teacher or any other relevant experience that renders him/her suitable for appointment as Deputy Pension Funds Adjudicator;
- Strong knowledge and practical implementation of the Public Finance Management Act, Treasury regulations, Business and Management principles and practices, Organisational Effectiveness, Operations Management, Project Management principles and practices and understanding of business needs;
- Attentive to detail and accuracy;
- Committed to excellence;
- Budgeting and financial management;
- Policy implementation;
- Applied Strategic thinking
- Excellent verbal and written communication skills;

- Problem solving and analysis;
- Above average skills in Microsoft office

The successful candidate will report to the Pension Funds Adjudicator whilst responsible for the following Key Performance Areas:

- **Disposing of complaints: Management of Case Management – Team leaders:** effective management of the complaints resolution process. Issuing of determinations. Enhancement of the case management process flow. Lead the Agreement Technical Assessment Division in the achievement of its core processes. Manage the Case Management teams of Assistant Adjudicators to produce determinations as required by the Pension Funds Act. Manage the deployment, motivation and effective utilization of human resources. Ensure that career development plans and KPAs are in place and outputs are approved and completed as required for all direct reports. Ensure that the Division is effectively resourced to achieve its mandate. Accountable for ensuring availability and development of technical expertise within the division to execute its mandate. Responsible for overall performance of the Division by ensuring the achievement of expected turnaround and delivery service levels. Provide input and guidance into the formulation of strategic planning for OPFA core processes.
- **Governance and Risk Management:** Monitoring, updating and implementation of Business Continuity plan for the year and implementation of the year, prepare reports to Risk Committee. Monitor compliance with the processes, ensure that compliance policy, compliance charter and framework are up to date with legislative prescripts. Monitor implementation of the organisational risk register, manage and mitigate organisational risks.
- **Corporate Affairs Management:** Plan, co-ordinate and manage media and communication activities. Develop standard communication information to ensure consistent communication about the OPFA and its business. Provide writing and editorial support for communication initiatives as and when required, including speeches and articles. Monitor media correspondence and coverage activities to ensure the reputation of the office is protected. Promote and co-ordinate stakeholder relations on behalf of the Pension Funds Adjudicator.
- **General Office Management:** Delegate and coordinate work tasks. Evaluate staff performance. Identify and organise training programs for staff. Maintain effective employer/employee relations.

- **Behavioural:** All OPFA staff members are measured in line with the following organisational values:
 - Client Orientation and Customer Focus;
 - Communication and Reporting;
 - Personal development;
 - Strategic Capability and Leadership

Interested candidates should apply in writing by submitting their CV and cover letter to careers@pfa.org.za. People with disability are encouraged to apply. Closing date for applications is 21 May 2022.

The Minister of Finance reserves the right not to make an appointment. If you do not receive any response within two months of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.