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.

LEGAL LEARNERSHIPS (X3)

Pretoria Office, Ashlea Gardens

Remuneration: ***The position offers a Market related salary***

The OPFA is currently recruiting legal candidates to embark on an outstanding development opportunity. The learnership will be for a period of twelve (12) months.

Minimum Requirements and Key Competencies:

- LLB Degree
- Certificate in Pension Funds law (Added advantage)
- Practical Legal Training (Added Advantage)
- Computer literacy (MS Word, Excel and Outlook)
- Communication and listening skills (verbal and written)
- Self-motivated, planning and organising, resilience
- Ability to analyse, interpret, solve problems and making of legal arguments to reach a conclusion
- Good writing skills with the ability to express complex concepts
- Ability to make investigative decisions in the resolution of complaints

Responsibilities:

- Attend to walk in complaints in lodging new complaints
- Draft and send initial letters to the parties

- Draft and send reply/follow-up letters
- Ensure documents are sent to the correct parties
- Receive responses and replies as well as saving them on Software system (Respond)
- Engage and Investigation of complaints as well as drafting of determinations in terms of the workflow
- Engage with parties to a complaint in relation to the administrative aspects of the file/investigation
- Prepare draft letters based on research and direction given by the Team Leader
- Request for reply to letters from complainant
- Request confirmation of settlement from the parties
- Peruse responses from parties and advice the team leader if further information is required
- Follow up on undertakings to respond
- Request all necessary investigation reports
- Keep record of all files allocated to them
- Keep all correspondence relating to a complaint together including telephone calls, emails, etc
- Submit weekly and monthly statistics to the team leader

Interested persons should apply in writing by submitting their application, inclusive of letter of motivation and CV to careers@pfa.org.za. People with disability are encouraged to apply. Closing date for applications is 14 November 2022.

The OPFA reserves the right not to make an appointment. If you do not receive any response within 2 weeks of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.