



INTERNAL / EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is a statutory body established in terms of the Pension Funds Act, 24 of 1956 to investigate complaints referred to it in terms of the Act. The office is based in Ashlea Gardens in Pretoria.

SENIOR ASSISTANT ADJUDICATOR: TEAM LEADER

Pretoria Office, Ashlea gardens

Remuneration: *The position offers a Market related salary*

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, respect deadlines and a team player with high levels of professionalism.

Minimum requirements and key competencies:

- A Bachelor of Law Degree (LLB)
- Minimum 5 years' experience as an admitted attorney, practicing advocate, prosecutor or serving at a regulatory body or ombudsman
- Ability to assess facts, interpret legislation and draft legal documents
- Experience in the financial services sector will be an added advantage
- Extensive knowledge and understanding of the Pension Funds Act and the role of the Pension Funds Adjudicator
- Demonstrable experience in people management reflecting a strong capability to manage a team and motivate staff to achieve the organisational objects and targets
- Strong administrative skills including being deadline driven
- Computer Literacy
- Excellent verbal and written communication skills
- Ability to think independently and critically about an issue and propose solutions
- A high level of judgement, confidence and decisive approach
- Take initiative of personal development
- Ability to perform in a high pressure environments

Responsibilities:

- Quality control of draft determinations submitted to the Adjudicator and Deputy Adjudicator for approval
- Ensure that all complaints are administered according to the approved workflow process of the organisation
- Manage a team of professionals including planning and monitoring activities, providing guidance, allocation of tasks and maintaining a record of statistics for the team
- Identify, report and mitigate risks to the organisation and review risk mitigating actions within the area of responsibility
- Adhere to all deadlines and turnaround times
- Substantial input into the strategic planning of the organisation
- Active participation in the organisation's management committee
- Adherence to organisational values
- Ad hoc projects and tasks
- Preparation of monthly, quarterly and annual reports when required

Interested persons should apply in writing by submitting their application, inclusive of letter of motivation, CV, recently certified copies of qualifications and ID, to careers@pfa.org.za. People with disability are encouraged to apply. Closing date for applications is 10 June 2020

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