



INTERNAL/EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is a statutory entity established in terms 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.

JUNIOR ASSISTANT ADJUDICATOR (x 2)

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)
- 3 - 4 years legal drafting experience
- Experience in the financial services sector will be an added advantage
- Knowledge and understanding of the Pension Funds Act
- Take initiative of personal development
- Team player
- Analytical skills
- Critical thinking skills
- Problem solving skills
- Ability to work under pressure
- Good verbal and written communication skills

Responsibilities:

- Investigate, analyse and identify the essence of a complaint;
- Draft correspondence and do follow ups with Funds/Fund Administrators;
- Analyse the adequacy of the responses from Funds/Fund Administrators and escalate issues timeously when necessary;

- Prepare a draft determination based on research, adequate analysis of a complaints, discussions with teammates and also by incorporating directions given by their Line Manager;
- Submit quality draft determinations to Line Manager within set timelines;
- Finalise Out of Jurisdiction matters and Settlements within time period;
- Adequately review and address corrections/review notes from the line manager or the Adjudicator and resubmit on time for finalisation;
- Assist the Line manager or the Adjudicator with projects/ad hoc tasks as and when required;
- Keep record of own statistics and monitor own performance.
- Computer Literacy (MS Word, Excel, Ms Outlook)

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. Closing date for applications is 29 January 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.