



### **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. Our mandate is to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical, and expeditious manner.

**Position** : **Senior Legal Advisor (x1)**  
**Position status** : **Permanent**  
**Reporting line** : **Pension Funds Adjudicator**  
**Position location** : **Pretoria, Ashlea Gardens**

#### **Qualifications and Experience:**

- LLB degree.
- Admitted attorney or advocate.
- Minimum 8 years relevant experience as a legal advisor, legal practitioner or in a legal role.
- Demonstrable experience in all of the following areas: pension law, administrative law, legal drafting, interpretation, and litigation.
- Experience of working with or good understanding of POPIA and PAIA requirements. Experience as a Deputy Information Officer will be advantageous.

**Candidates that do not meet any of the aforesaid requirements will not be considered and therefore need not apply.**

#### **Minimum Requirements and Key Competencies:**

- Excellent written and oral communication skills in English (proficiency in other languages will be advantageous).
- Strong project management and organizational skills.
- Ability to work independently and as part of a team.
- Strong knowledge of pension law and other financial sector legislation.

- Litigation skills.
- Drafting of legal documents.
- Administrative law.
- Strong interpretation skills.
- Ability to provide valuable input on draft legislation.
- Good understanding of POPIA and PAIA requirements.
- Good understanding of PFMA and Regulations.
- Excellent time management.

**Responsibilities:**

- Provides legal advice to case management teams on complex pension law issues arising during the course of the investigation of complaints.
- Provides legal advice to corporate support regarding corporate support functions including, but not limited to, procurement, contracts, labour, and privacy laws.
- Monitors draft legislation affecting the organisation, coordinates OPFA response and provides input to relevant body where necessary.
- Receives and keeps a record of all legal actions or applications where the OPFA/PFA/DPFA is cited as an interested party.
- Resolves litigation disputes in the most cost-efficient and appropriate manner.
- Coordinates the compilations and submission of all OPFA records to relevant parties when required.
- Manages panel of attorneys.
- Represents the OPFA in the Financial Services Tribunal and CCMA.
- Prepare comprehensive briefs and instructions for external legal representatives when required.
- Provides regular training on pension law topics to professional staff as well as to funds and administrators when required.
- Public speaking engagements at industry conferences, workshops, and seminars.
- Studies recent court judgments and FST decisions and provides guidance to case management teams and/or corporate support on the implementation of same.
- Registration as OPFA Deputy Information Officer in terms of POPIA and PAIA.
- Represents the OPFA in dealings with the Information Regulator.
- Reports to and attends Manco meetings and other governance meetings as and when requested to do so by the PFA.
- Actively involved in the publication of media releases and stakeholder material.
- Drafts relevant reports as and when required by the PFA.
- Actively participates change management of the OPFA.

- Promotes and engages in stakeholder relationships with various OPFA stakeholders.

**Behavioural Attributes:**

The potential suitable candidate must be a strategic and creative thinker, passionate about service delivery, be able to thrive under pressure. The candidate must be able to display compassion towards members of the public and complainants and have an open-door policy. Energetic, outcomes and deadlines driven attributes are essential. An influential teamplayer, great communicator, with high levels of integrity and professionalism.

**Remuneration:** OPFA offers market related remuneration commensurate to the successful candidate's skills and experience.

Interested persons may submit applications, inclusive of academic qualifications and CV to [careers@pfa.org.za](mailto:careers@pfa.org.za). Closing date for applications is 25 August 2023.

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.

The OPFA is an equal opportunity employer and as such, preference will be given to candidates from the designated groups in line with the organisation's employment equity plan. [Persons living with disability are highly encouraged to apply.](#)

By completing your details and submitting your application, you consent to OPFA processing your personal information.