



INTERNAL/EXTERNAL ADVERT: ADMINISTRATIVE ASSISTANT

Pretoria Office, Ashlea Gardens

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.

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:

- Relevant qualification in Office Administration
- 3 years relevant work experience
- Experience in the Financial Services Sector and/or Pension Funds industry will be an added advantage
- Administrative skills
- Planning and organising skills
- Time management
- Ability to prioritise tasks
- Take initiative of personal development
- Team player
- Ability to work under pressure
- Excellent verbal and written communication skills
- Computer Literacy (MS Word, Excel, Ms Outlook)

Responsibilities:

- Day to day management of the diary of the Deputy Pension Funds Adjudicator, Chief Financial Officer and Chief Operations Officer
- Handle and screen incoming calls and make outgoing calls.
- Handle incoming and outgoing mail and e-mail
- Handle correspondence and liaise with external and internal parties on behalf of the Deputy Pension Funds Adjudicator, Chief Financial Officer and Chief Operations Officer
- Take messages for the Deputy Pension Funds Adjudicator, Chief Financial Officer and Chief Operations Officer.
- File documents
- Ensure that due dates are met on a daily basis
- Type documents and confidential information
- Provide secretarial services to Deputy Pension Funds Adjudicator, Chief Financial Officer and Chief Operations Officer
- Organise meetings and take responsibility for logistical arrangements, which include venue, refreshments, etc.
- Prepare meeting material.
- Take minutes in meetings, and distribute minutes within the agreed time
- Assist in projects as directed by the Deputy Pension Funds Adjudicator, Chief Financial Officer and Chief Operations Officer
- Development and maintenance of a proper record keeping system for Deputy Pension Funds Adjudicator, Chief Financial Officer and Chief Operations Officer correspondence, reports , etc.
- Make Travel Arrangements when required
- Provide Admin support with regards to HR including completing and submitting leave forms, submitting performance agreements on behalf of the Deputy Pension Funds Adjudicator, Chief Financial Officer and Chief Operations Officer etc.
- Undertake relief duties for other Admin Assistants or receptionist 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. Closing date for applications is 14 February 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.