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## **ADMINISTRATIVE ASSISTANT**

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 OPFA is based in Ashlea Gardens in Pretoria.

The OPFA seeks to appoint an **Administrative Assistant**, to ensure that all signed determinations are sent to the relevant respondents and complainants.

The individual will be responsible for the following:

- Record all closed files on the PFA/Respond system and forwarded to the filing room.
- Implement administrative instructions from Team Leader.
- Format draft determinations submitted to the Adjudicator.
- Prepare filing notices from the team.
- Submit weekly, monthly and quarterly stats to Team Leader for all team members.

### **Qualifications and Experience**

A Matric Certificate with at least 3 years relevant working experience. A tertiary qualification and exposure to the pension funds' industry will be an added advantage.

### **Other Key Competencies:**

The candidate must demonstrate the following skills and attributes: Good interpersonal, office administration and communications (both verbal and written) skills. Ability to handle more than one task at a time. Candidates must be computer literate. Ability to work irregular hours when necessary.

***Interested persons should apply in writing by submitting their curriculum vitae to [Careers@pfa.org.za](mailto:Careers@pfa.org.za)***

***Closing date for applications is 26 July 2019.***