



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.

FILING CLERK

Pretoria Office, Ashlea Gardens

Remuneration: *The position offers a salary package commensurate with experience*

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint results-driven, passionate about service delivery, thrives under pressure, respects deadlines and a team player with high levels of professionalism.

Minimum requirements and key competencies:

- Grade 12
- Previous training in records management
- Computer Literacy (MS Word, Excel, MS Outlook)
- Communication skills (verbal and written)
- High levels of accuracy and attention to detail
- Customer service
- Self-motivated
- Planning and organizing
- Ability to work independently

Responsibilities:

- Keep records of all incoming closed files using spread sheets.
- Scan all closed files and keep a record using a spread sheet.
- Keep all closed files in the filing room for a period of six weeks and thereafter submit them to Metrofile for archiving.
- Assign identification numbers on all files sent for archiving in accordance with the Metrofile specifications.
- Perform regular file audits to ensure that all files are kept in a proper condition.
- Retrieve files on a daily basis in response to requests from authorised users.

- Keep a register of all retrieved files in order to ensure that requested files are returned.
- Follow up on unreturned files by contacting users
- Submit monthly statistics to the Supervisor

Interested persons should apply by submitting their Curriculum Vitae to Careers@pfa.org.za

Closing date for applications is 19 October 2018

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.