



## **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](mailto: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.***