



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.

LEGAL INTERNSHIP (GRADUATES)

- **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 a Legal Intern to investigate and resolve complaints.

. Minimum requirements and key competencies:

- Tertiary Qualifications
- LLB degree
- Certificate in Pension Funds law (Added advantage)
- Practical Legal Training (Added) Advantage
- Computer Literacy (MS Word, Excel, Ms Outlook)
- Communication skills
- Listening skills (verbal and written)
- Self-motivated
- Planning and organising
- Resilience
- Ability to analyse, interpret, solve problems and making of legal arguments to reach a conclusion.
- Good writing skills with the ability to express complex concepts.
- Ability to make investigative decisions in the resolution of complaints.

Responsibilities:

- Attend to walk in complaints in lodging new complaints
- Draft and send initial letters to the parties.
- Draft and send reply/follow-up letters.
- Ensure documents are sent to the correct parties.
- Receive responses and replies as well as saving them on Software system (Respond).

- Engage and Investigation of complaints as well as drafting of determinations in terms of the work flow.
- Engage with parties to a complaint in relation to the administrative aspects of the file/investigation.
- Prepare draft letters based on research and direction given by the Team Leader.
- Request for reply letters from complainant.
- Request confirmation of settlement from the parties.
- Peruse responses from parties and advise the team leader if further information is required
- Follow up on undertakings to respond.
- Request all necessary investigation reports.
- Keep record of all files allocated to them.
- Keep all correspondence relating to a complaint together including telephone calls, emails, etc.
- Submit weekly and monthly statistics to the team leader.

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

Closing date for applications is 24 August 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.