



EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B 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.

SENIOR ASSISTANT ADJUDICATOR **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, respects deadlines and is a team player with high levels of professionalism.

Minimum requirements and key competencies:

- A Bachelor of Law Degree (LLB).
- Minimum 5 years' experience in the Pension Fund Industry.
- Knowledge and understanding of the relevant legislative and regulatory frameworks.
- Ability to assess facts, interpret legislation and draft legal documents.
- Experience in the financial services sector will be an added advantage.
- Extensive knowledge and understanding of the Pension Funds Act and the role of the Pension Funds Adjudicator.
- Computer Literacy (MS Word, Excel, Ms Outlook).
- Take initiative in personal development.
- Team player.
- Analytical skills.
- Drafting skills.
- Critical thinking skills.
- Problem solving skills.
- Ability to work under pressure.
- Good verbal and written communication skills.
- Perform in high pressured environments.

Responsibilities:

- Check the factual and legal accuracy of draft determinations.
- Ensure that all facts and evidence of a complaint have been properly investigated.
- Ensure that all legal principles are correctly identified, substantiated and applied during analysis.
- Prepare further reasons and appeal record for submissions to the Financial Services Tribunal.
- Attend hearings at the Financial Services Tribunal where necessary.
- Handle any queries received via calls, walk-ins or emails.
- Compile weekly statistics of cases.
- Verification of file statistics.
- Finalise out of jurisdiction and settlement within prescribed time period.
- Assist and guide Assistant Adjudicator, Junior Assistant Adjudicator and Senior Case Officers as required.
- Contribute to understanding of pension law by researching new trends, writing articles and speaking at public fora.

Interested persons should apply in writing by submitting the internal application form, CV, and copies of qualifications, to careers@pfa.org.za. People with disabilities are encouraged to apply. Closing date for applications is 20 November 2020.

For further enquiries contact the HR Manager, Vidette Brancken on 012 748 4023 or e-mail: Vidette.brancken@pfa.org.za.

The OPFA reserves the right not to make an appointment. If you do not receive any response within 2 weeks of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.