



**INTERNAL / EXTERNAL ADVERT**  
**SENIOR ASSISTANT ADJUDICATOR**

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 office is based in Ashlea Gardens in Pretoria.

If you are results-driven, passionate about service delivery, able to work under pressure to meet deadlines, a team player with high levels of professionalism, you are invited to apply.

**RESPONSIBILITIES:**

- Investigate and identify the essence of a complaint by seeking relevant information from all parties;
- Prepare draft determinations based on research and directions given by the Adjudicator;
- Determine whether matters fall within the jurisdiction of the office, and where matters fall outside of its jurisdiction, be able to refer complainants to relevant alternative bodies;
- Draft letters to complainants where matters are settled or deemed to be out of jurisdiction;
- Undertake national and international research;
- Assist the Adjudicator in any projects/ad hoc tasks as required;
- Liaise with the Pension Funds Industry, including insurers, actuaries, consultants, employers, trustees and other employee and pension fund representative bodies.
- Keep record of own statistics.
- Quality assurance of correspondence and draft determinations.

The ideal candidate should possess LLB and at least seven (7) years' experience in legal practice preferably in financial services with a good understanding of the following:

- Functioning and legal principles applicable to pension, provident, retirement annuity and preservation funds;
- Display a good understanding of the procedures to be followed in lodging a complaint with the OPFA in terms of the Act and a thorough understanding of pension law principles that have emerged from the Adjudicator's determinations and the Courts;
- Have a thorough knowledge of all areas of SA Law, in particular, law of delict, constitutional law, administrative law, interpretation of statutes, labour law, insurance and contract law;
- Possess excellent problem solving skills and the crafting of legal arguments to reach a conclusion;
- Be able to express complex legal concepts in draft determinations for final approval by the Adjudicator.
- Be computer literate in MS Office.

***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 26 July 2019.***

***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.***