



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.

### **SENIOR ASSISTANT ADJUDICATOR**

- **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 Senior Assistant Adjudicator to investigate and analyse complaints, gather information from different sources, communicate and liaise with stakeholders including complainants and prepare draft determinations.

#### **. Minimum requirements and key competencies:**

- LLB and at least five (5) to seven (7) years' experience in legal practice preferably in financial services
- Knowledge and understanding of 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

**Responsibilities:**

- Manage all operational activities within the HR Unit related to filling up of vacant positions and follow the HR processes and practices e.g.: recruitment and placement
- Investigate and analyse complaints by gathering 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 OPFA, 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 Fund 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

***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.***