



Call for applications for Fund Principal Officer Assistant

The Board of the University of South Africa Retirement Fund (the Fund) is seeking to appoint a Fund Principal Officer Assistant with effect from a date mutually agreed.

1. Overview

The Fund is a large defined contribution fund with over 5 300 active members and just over 860 pensioners.

It is anticipated that the recruitment process will involve a review of submitted CVs, shortlisting and finally interviews with identified suitable candidates. The appointed Principal Officer Assistant will be appointed by, and report directly to the Principal Officer and be remunerated by the Principal Officer.

As Principal Officer Assistant of the Fund, your role will be to provide efficient administrative support to the Fund through the office of the Principal Officer. The successful candidate will play a crucial role in ensuring the smooth operation of the office and assisting in the effective management of day-to-day activities of the Fund. This involves, but is not limited to, providing administrative and operational support to the Fund, ensuring that instructions from the Principal Officer's Office are executed, and liaising with all service providers and stakeholders in the Fund environment.

2. Qualifications and experience:

Requirements	Education and Experience	<ul style="list-style-type: none">▪ An appropriate tertiary qualification, such as a Bachelor's degree, Advanced Diploma(s), Post Graduate Certificate and/or BTech degree (at least NQF Level 7).▪ CFP will be advantageous.▪ Minimum 5 years' experience in the retirement funds industry of which it is preferable that at least 2 years should be in a similar role in retirement fund(s) not too dissimilar in asset size and structure than the Fund.
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Requirements	Knowledge and skills	<p>There is fair amount of day-to-day member and service provider queries, coordination of activities, and admin involved in the role. The successful incumbent should thus possess the following competencies:</p> <ul style="list-style-type: none"> ▪ Proven experience as a Principal Officer assistant, executive assistant, or similar role. ▪ Proficiency in MS Office (MS Excel, MS Word, and MS PowerPoint). ▪ Results and detailed oriented and strong work ethic. ▪ Problem solving and practical execution. ▪ Excellent administration, communication and presentation skills.
	Business understanding	<p>Have a working knowledge of:</p> <ul style="list-style-type: none"> ▪ retirement funds regulatory environment, ▪ employee benefits, ▪ office administration, ▪ query resolution, and ▪ communication.
	Leadership Competencies	<ul style="list-style-type: none"> ▪ Ability to work in multi-disciplinary work teams. ▪ Ability to anticipate and manage change. ▪ Ability to work towards tight deadlines.

3. Role requirement

The Principal Officer Assistant will be responsible, amongst other items that the Principal Officer or the Board of Trustees deem appropriate, for the following:

- Assist the Office of the Principal Officer with the day-to-day operations of the Fund.
- Manage the calendar commitments of the Principal Officer's office, including but not limited to:
 - scheduling meetings with relevant parties,
 - scheduling and managing the logistics of Fund presentations, and
 - managing the travel arrangements of Board members.
- Screen and manage incoming calls, emails, and correspondence, prioritizing, forwarding and responding as appropriate.
- Prepare and edit relevant administrative documents, reports, presentations, and correspondence with members on behalf of the Fund.

- Maintain accurate records and files, both electronic and physical, ensuring confidentiality and security of sensitive information.
- Update, manage and maintain the website of the Fund.
- Coordinate and support meetings, including where applicable the preparation of agendas, taking minutes, and distributing materials.
- Assist in organizing events, conferences, and seminars hosted or attended by the Fund.
- Handle invoices, ensuring timely processing and reconciliation.
- Liaise effectively with members, board members, service providers and external stakeholders.
- Perform general office duties such as ordering supplies, maintaining office equipment, and handling mail.
- Monitor deliveries against an agreed year planner.
- Establish, manage and maintain good relationships with all the stakeholders in the Fund where applicable/appropriate (e.g. Board of Trustees, the Employers, Members, Service Providers and the Regulators.)
- Attend all meetings of the Board and any other Sub-Committee meetings as required and agreed by the Board on an exception basis.

4. Additional Information

- The position is based at the Fund's offices in Pretoria, Gauteng and cannot be performed remotely/ virtually. The successful candidate will report to the Principal Officer of the Fund.
- By submitting an application as set out below, the prospective candidate agrees to the conducting of criminal background, qualifications and reference checks.
- All interested candidates are to email a copy of their curriculum vitae together with qualifications, copy of ID and a covering letter expressing interest in the position and expected remuneration to Mr Cedrick Pila and Ms Lavinia Khangala via email at tpilamc@unisa.ac.za and tkhangl@unisa.ac.za by no later than 12:00 on 19 July 2024.
- If you have any questions about the role, please contact Mr Cedrick Pila and Ms Lavinia Khangala via email.
- Only shortlisted candidates will be contacted for an interview.
- Should you not receive a response 2 weeks after the closing date, please consider your application as unsuccessful.