



# THE ELECTRICAL CONTRACTING INDUSTRY PENSION AND PROVIDENT FUNDS POSITION: DEPUTY PRINCIPAL OFFICER

**CLOSING DATE: 30 AUGUST 2024**

## **INTRODUCTION**

This Request for Proposal ("RFP") is being issued by the Electrical Contracting Industry Pension and Provident Funds (Reg: 12/8/4730/1 and 12/8/36330/1) to request proposals from qualified individuals to provide Deputy Principal Officer services.

The role covers the statutory duties as prescribed in the Act (as amended and/or replaced from time to time) and any other duties as agreed to by the Board.

## **FUND BACKGROUND**

The Funds are Defined Contribution Type B Umbrella Funds and provide for retirement and group life assurance benefits.

The Board of Fund comprise of 9 Board Members. 4 Board Members are appointed by the Employee Organisation and 4 Board Members are appointed by the Industry Employer Organisation.

The Funds comprise the following Sub-Committees:

- Investment Committee
- Governance Committee
- Executive Committee
- Administration Committee
- Communication Committee
- Claims and Disposition Sub-Committee

Physical Meetings take place in Johannesburg quarterly and other meetings are held virtually. Sub-Committees meet on a monthly basis.

If you are interested in the proposed engagement, we welcome proposals from suitably qualified Individuals.

## **MINIMUM REQUIREMENTS**

- A graduate qualification in either accounting/economics/law will be a requirement.
- A post graduate qualification related to employee benefits or pension's law would be advantageous.
- Excellent knowledge of the legislation governing retirement funds, specifically the statutory duties of a Principal Officer.
- Applicants must preferably have at least five years' experience, with more than two years in the operation of large funds. Experience related to larger industry funds will be advantageous.
- 5-7 years related experience.
- Experience related to death claim distributions in terms of Section 37C of the Act.
- Fit and proper requirements to be 100% met.



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## **ROLE SPECIFICATION**

The purpose of the role is:

- To assist the Principal Officer to implement and co-ordinate the administration of the Funds.
- To assist with day-to-day management functions.
- Fulfill all duties and responsibilities as delegated by the Fund's Principal Officer.
- To assist in ensuring Fund compliance with all applicable legislation.
- Attend all Board- and Sub-Committee Meetings.
- Any other duties as provided for in the Act.

## **SCOPE**

- The role offers an opportunity to use both your retirement fund and management experience.
- The applicant must have experience with retirement funds in an operational, legal, consultancy or management role.

## **TIMELINE**

Any queries regarding this RFP should be directed via email to [cnel@nmg.co.za](mailto:cnel@nmg.co.za) before 23 August 2024.

The closing date for submission of applications is 30 August 2024 @ 17h00.

## **TERM OF ENGAGEMENT**

The term of engagement will be governed by the negotiated contract or service level agreement (SLA). The Fund may, at their sole discretion, terminate the contract at any time during that term.

## **PROPOSAL CONTENT**

All information requested in the RFP must be addressed in the Respondent's proposal.

## **COVER LETTER**

Briefly state your understanding of the services requested and a statement why you believe you are the best candidate for this role.

## **SUBMISSION GUIDELINES**

In order to be considered for selection, proposals must be received via email, in PDF format by Claudette Nel at [cnel@nmg.co.za](mailto:cnel@nmg.co.za) no later than 17h00 on 30 August 2024. An e-mail confirmation will be sent to the Respondent upon receipt of the proposal.