



THE ELECTRICAL CONTRACTING INDUSTRY PENSION & PROVIDENT FUNDS

POSITION: INDEPENDENT PRINCIPAL OFFICER

ALL APPLICANTS ARE ADVISED TO READ THIS REQUEST FOR PROPOSAL ('RFP') CAREFULLY IN ITS ENTIRETY BEFORE RESPONDING

CLOSING DATE: 11 NOVEMBER 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 Principal Officer services.

If you are interested in the proposed engagement, we welcome proposals from qualified Individuals who must satisfy the qualifications stated herein.

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 Trade Union 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. Most 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.
- 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.
- Have and maintain the relevant fit and proper requirements required for a Principal Officer



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- Applicants must preferably have at least five years' retirement fund experience, with more than two years in the operation of large funds and two years in a managerial role.
- 3-5 years related experience (including experience in the operation of a large funds), of which at least 2 years must be in a management capacity.
- Fit and proper requirements to be 100% met.

ROLE SPECIFICATION

Purpose of the role is a composite one and covers the following areas:

- Principal Officer to the Electrical Contracting Industry Pension and Provident Funds
- Operational management and development of processes and controls to improve operational efficiencies
- The Principal Officer is the executive Officer of the Fund and acts as an extension of the Board.
- The Principal Officer must assist and guide the Board in the running of the Fund within the legislative framework.

SCOPE

- The role offers an opportunity to use both your retirement fund and management experience.
- The incumbent must have experience with retirement funds in an operational, legal, consultancy or management role.
- A retirement fund Principal Officer, an employee benefits consultant or manager of retirement funds is preferable.
- Availability during working hours to attend Fund meetings and attend to Fund email correspondence.
- Must be willing to travel if required.

DECISION MAKING

- Ability to make appropriate and timely decisions.
- Ability to execute and implement the Board's decision timeously.
- Ability to resolve conflict within the Board as well as with all external stakeholders.

PROBLEM SOLVING

- Solve complex business problems.
- Analyse information and select best solution from a range of alternative solutions.



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LEAD, GUIDE AND SUPPORT

- Develop and maintain desired organisational culture and foster relationships with stakeholders and service providers.
- Effectively delegate to service providers and actively monitor deliverables.
- Must have a good working knowledge of fund operation.
- Model required leadership behaviour and values.

ACCOUNTABILITY

An applicant will automatically be excluded from the application process if he or she has contravened any of the requirements and standards of a regulatory body, professional body, government or its agencies has been dismissed from a position of trust, fiduciary appointment or similar position; has been disqualified under the South African Companies Act and any other financial services legislation or regulation, or has been convicted of offences relating to dishonesty, fraud or financial crimes.

A successful appointment to the role is subject to approval by the Boards of the Electrical Contracting Industry Pension and Provident Funds and the FSCA.

By applying for the position, an applicant gives his or her express authority that the Fund may run background checks on him or her.

KEY PERFORMANCE AREAS

- Perform the functions of a Principal Officer for the Electrical Contracting Industry Pension and Provident Funds and guide the Funds through future changes and reform in the retirement fund landscape.
- Statutory duties allocated to the Principal Officer by the Board as set out in the Pension Funds Act and supporting regulations.
- Specifically ensuring the submission of all statutory returns and notifications as well as the application of extensions and exemptions to ensure compliance with legislation.
- Ongoing monitoring of and reporting on exception reporting.
- Any other functions delegated to the Principal Officer by the Chairman and/or the Board in respect of the Principal Officer role, any functions delegated in writing.
- Coordinating of the agendas for all Board and Sub-Committee meetings.
- Checking of minutes of all Board and Committee meetings to ensure that the salient points have been correctly captured and resolved upon.
- Preparation and signature of all resolutions following Board meetings.
- Ensuring adequate record keeping for the funds.



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- Overseeing the updating of the action list after all meetings and liaison with service providers to ensure that the necessary action items are attended to timeously and/or reported back to the trustees.
- Management of and mentoring of the Deputy Principal Officer and staff in the Principal Officers' office where applicable.
- General interaction with service providers to ensure that the providers duly perform and carry out their contractual services.
- Ongoing interaction with the chairman of the board, the chairpersons of the various committees and the service providers.
- Interaction with other stakeholders in the fund, as required.
- Attendance of all Board and Committee meetings as and when required to do so
- Dealing with and responding to member complaints that have been escalated to the Board.
- Interacting and corresponding with the FSCA regarding all statutory and regulatory matters and attending to all queries or requirements of the FSCA.
- Handling fund matters with circumspection and confidentiality.

TECHNICAL

- Strong knowledge of Employee Benefit Industry.
- Strong knowledge of Pension funds, FAIS and related legislation.
- Strong knowledge of Client Services.
- Advanced relationship building & networking skills at all levels.
- Excellent oral & written communication skills.
- Ability to multi-task and delegate where appropriate.
- Strategic Innovative thinking and delivery.
- Excellent Time management Skills

BEHAVIOURAL (INTERPERSONAL AND INTRAPERSONAL)

- Confident and Assertive
- Client Service Orientation, Ability to manage expectations
- Self-awareness, Resilient, Responsible & accountable
- Resourceful problem solver, Effective Communication



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- Excellent Leadership and Management Skills
- Results- Orientated and Deadline-driven, Strong Business sense
- Ability to interact with Clients, Creative Problem- Solvers
- Ability to build and manage teams
- Ability to delegate activities across various operations

COGNITIVE COMPETENCIES

- Analytical Thinking
- Problem Solving
- Strategic Thinking

TIMELINE

The closing date for submission of applications is 11 November 2024 @ 17h00.

Interviews will be conducted on 25 November 2024 and physical attendance in Johannesburg may be required.

TERM OF ENGAGEMENT

The term of the engagement will be governed by the negotiated contract or service level agreement (SLA).

PROPOSAL CONTENT

All information requested in the RFP must be addressed in the Respondent's proposal. Proposals should provide a concise explanation of the Respondent's qualifications and the proposed services to be rendered. Emphasis should be placed on completeness and clarity of content.

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 the Board Chairman at deon@saewa.co.za no later than 17h00 on 11 November 2024.