



DEPUTY PRINCIPAL OFFICER

University of Cape Town Retirement Office (UCTRF)

Human Resources

Introductory paragraph

The University of Cape Town Retirement Fund (UCTRF) is seeking to appoint a suitably qualified and experienced candidate for this permanent, full time position, for appointment as soon as possible.

We seek a confident, self-motivated, highly organized person with strong interpersonal, communication and administrative skills who is committed to customer-service excellence.

Requirements for the job:

- A Postgraduate qualification and National Certificate for Professional Principal Executive Officer (PPEO)
- A minimum of 10 years' employee benefits/retirement fund experience
- Must have experience in Section 37C of the Pension Funds Act
- Sound knowledge of the retirement funds regulatory regimes including Pension Funds Act
- Knowledge of Income Tax Act and other financial services regulations
- Sound knowledge of retail investment products
- Good Compliance and Regulatory experience in retirement fund administration
- Honesty, integrity, fit and proper as per FSB Directive No 5 or any applicable law
- Ability to maintain effective work outputs under pressure
- Excellent problem solving, strategic and analytical abilities
- Experience in the legal, financial, investments and governance fields as it applies within the employee benefits/retirement fund industry
- Excellent oral and written communication abilities
- Sound interpersonal and relationship skills, team orientated
- Strong commitment to deliver on UCTRF's strategic objectives
- Passion and commitment to improving member experience
- Experience in managing staff

The following will be advantageous:

- Experience working as Principal Officer/Deputy Principal Officer

Responsibilities:

- Act as Deputy Information Officer
- Deputise in the absence of the Principal Officer
- Assist the Principal Officer to implement and co-ordinate the administration of UCTRF through liaison with the Board and service providers and interaction with members
- Conduct S37C investigations and ensure that Section 37C death benefits are timeously allocated and paid
- Ensure that Committee Agendas are distributed timeously
- Ensure Committee Minutes are drafted and distributed timeously
- Manage direct report (Administrative Assistant)
- Assist the Principal Officer in the day-to-day management of the UCTRF
- Assist the Principal Officer ensuring that all statutory requirements are met
- Assist the Principal Officer ensuring that the UCTRF complies with the law
- Assist the Principal Officer carrying out all the decisions taken by the Trustees
- Ensure adherence to the Service Level Agreement between the Board and the UCTRF to ensure quality service to the members that is aligned with the Treating Customers Fairly principles
- Ensure the transparency, integrity and consistency of the UCTRF's processes

The annual cost of employment, including benefits, is between R751755 to R884 415 depending on qualifications and experience.

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Only shortlisted candidates will be contacted and may be required to undergo a competency assessment.



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To apply, please visit the [UCT Career Site](#) to create a profile and submit your application. You will need to attach your CV and a motivation letter that speaks to the specific requirements of the position.

Any inquiries for this position are to be addressed to Mr. Ian Petersen at recruitment02@uct.ac.za or 021 650 2163

Closing Date: 16 July 2024

Website: www.hr.uct.ac.za