

POSITION: PRINCIPAL EXECUTIVE OFFICER FOR NBC UMBRELLA RETIREMENT FUND

Job Advertisement

Position: Principal Executive Officer

Fund: NBC Umbrella Retirement Fund (NURF)

Location: Parktown, Johannesburg

Closing Date: 31 March 2025

About the Fund

NURF is an Umbrella Retirement Fund with various participating employers providing retirement benefits to multiple employees/workers in numerous sectors. Guided by good governance and a member-first philosophy, NURF is committed to delivering sustainable benefits and exceptional service to its members.

Role Overview

The Principal Executive Officer (PEO) will work closely with the Board of Fund to support the Fund's strategic goals.

Will provide operational leadership by ensuring the effective and compliant execution of the Fund's activities.

Ensure that the Fund complies with the formal requirements of the law, including directives from the FSCA, SARS and any other relevant regulatory authority.

Liaise on behalf of the Board of Fund with service providers and other stakeholders of the Fund including member service orientated matters.

Key Responsibilities

- Review minutes of meetings and other Fund documents.
- Oversee operational functions, ensuring efficiency, compliance, and alignment with the Fund's strategic objectives.
- Collaborate with service providers to ensure the delivery of high-quality services to members and stakeholders.
- Monitor compliance with the Pension Funds Act, Regulations/ Conduct Standards and other relevant legislation.
- Manage risk and governance processes in line with regulatory and industry standards.
- Act as a liaison with internal and external stakeholders, maintaining strong relationships with members, employers, regulators, and service providers.

Qualifications and Experience

The ideal candidate should possess:

- A relevant postgraduate qualification in finance, business administration, law, or a related field.
- Principal Professional Executive Officer SAQA Qualification.
- Extensive knowledge on governance of Retirement Funds or financial services sector.
- Strong knowledge of Retirement Fund legislation, including the Pension Funds Act.
- Experience in stakeholder engagement and relationship management.
- Strong strategic planning, risk management, and governance expertise.

Key Competencies

- Exceptional leadership and critical thinking skills.
- Strong financial and analytical capabilities.
- Excellent communication and interpersonal abilities.
- High-level organisational and decision-making skills.
- Commitment to ethical governance and member-centric service.

Why Join NURF?

The Principal Executive Officer will have an opportunity to play a pivotal role in shaping the future of retirement benefits for the NURF members.

Application Process

To apply, submit your CV, a cover letter to nurfenquiries@nbc.co.za or mashigop@nbc.co.za.
by **31 March 2025 17:00**.

Shortlisted Applicants will be required to complete the Personal Questionnaire and Declaration Form prior to further steps being taken.

Shortlisted Applicants must apply for a Police Clearance Certificate which must be presented upon being shortlisted.

Applicants must be a South African Citizen and preferably reside in and around the Gauteng region.

Applicants must provide the following additional information:

- Detailed curriculum vitae.
- Certified copy of identity document front page bearing photograph.
- Certified proof of qualifications (certification to be not later than 3 months old); and at least three (3) contactable references.

NB: If you don't hear from us by the 30th of April 2025, it means your application was unsuccessful