

## **Job Advertisement**

**Position** : Deputy Principal Executive Officer  
**Organization** : Transport Sector Retirement Fund (TSRF)  
**Location** : Parktown, Johannesburg  
**Closing Date** : 31 January 2025

### **About the Organization**

The Transport Sector Retirement Fund (TSRF) is a trusted and innovative leader in providing retirement security for workers in the transport sector. Guided by good governance and a member-first philosophy, TSRF is committed to delivering sustainable benefits and exceptional service to its members.

### **Role Overview**

The Deputy Principal Executive Officer (DPEO) will work closely with the Principal Executive Officer and the Board of Trustees to support the Fund's strategic goals. The DPEO will provide operational leadership, ensuring the effective and compliant execution of the Fund's activities while fostering innovation and excellence in administration, stakeholder engagement, and member service.

### **Key Responsibilities**

- Assist the Principal Executive Officer in developing and implementing the Fund's strategic vision and goals.
- 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 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.
- Deputise for the Principal Executive Officer in their absence, ensuring continuity of leadership.
- Contribute to driving innovation in the Fund's operations and service delivery.

### **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 experience in a senior management role, preferably within the retirement fund or financial services sector.
- Strong knowledge of retirement fund legislation, including the Pension Funds Act.
- Demonstrated ability to manage complex operations and lead diverse teams.
- Experience in stakeholder engagement and relationship management.
- Strong strategic planning, risk management, and governance expertise.

### **Key Competencies**

- Exceptional leadership and problem-solving 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 TSRF?**

As the Deputy Principal Executive Officer at TSRF, you will play a vital role in shaping the future of retirement benefits for the transport sector. This is an opportunity to contribute to a purpose-driven organisation with a focus on excellence, innovation, and positive impact.

### **Application Process**

To apply, submit your CV, a cover letter to [jaquiperkes@icloud.com](mailto:jaquiperkes@icloud.com) or [jaquip@fairlabour.co.za](mailto:jaquip@fairlabour.co.za) by 31 January 2025 at 14:00.

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

Shortlisted Applicants must apply for a Police Clearance Certificate which must be presented upon being shortlisted. The services of Managed Integrity will be utilised for this purpose.

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 3 contactable references.

TSRF is an equal opportunity employer and is committed to promoting diversity and inclusion in the workplace.