



The Government Employees Pension Fund (GEPF) is Africa’s largest pension fund. We have more than 1.3 million active members, in excess of 450 000 pensioners and beneficiaries, and assets worth more than R1.8 trillion. Our mission is to ensure the sustainability of the fund; the efficient delivery of benefits; whilst empowering our beneficiaries through effective communication.

Employment opportunities currently exist within GEPF for the below mentioned vacancies, based at **Erasmuskloof, Pretoria**. Minimum requirements for this vacancy are in line with the job specification and requirements.

## **JOB DETAILS**

### **PERSONAL ASSISTANT**

**TO**

### **HEAD: STAKEHOLDER MANAGEMENT AND COMPANY SECRETARY**

<b>A. Job purpose</b>	
To provide efficient and professional office support function to the Executive Manager	
<b>B. Key accountabilities</b>	
Key performance area	Output/action
<b>Office Support</b>	Manages the diary of the Executive.  Manages the content of emails and follows up on urgent emails to ensure they are actioned accordingly by the Executive.  Screens telephone calls and takes messages.  Receives Executive’s visitors on arrival at GEPF and provides refreshments for Executive’s visitors.  Draft and type general correspondence for Executive.  Quality check all typed documents for accuracy, correctness

	<p>and validity before forwarding to the Executive.</p> <p>Addresses queries from stakeholders and / or channels queries to correct role players.</p> <p>Assists the Executive with ad-hoc tasks.</p> <p>Book venues, arrange refreshments, meeting documents and equipment for meetings and other events.</p> <p>Make travel arrangements for national and international travel for the Executive and Unit's staff members.</p> <p>Attend relevant meetings and record minutes.</p> <p>Assist the Executive to ensure that all actions emanating from meetings are given the necessary attention.</p> <p>Transcribe audio information.</p>
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<b>Administration</b>	<p>Ensures adequate office supplies at all times.</p> <p>Obtains prior approval of all expenditure required by Executive.</p> <p>Develops a database of contacts of all stakeholders.</p> <p>Develops good working relations with relevant personnel for ease of execution of duties.</p> <p>Ensures that all documentation is tracked.</p> <p>Create and maintain an appropriate filing and record management system.</p> <p>Assist the receptionist with switchboard duties as and when required</p> <p>Ensures that documentation is recorded and filed appropriately.</p> <p>Ensures that classified and confidential documents are kept safely.</p> <p>Assists the Units with ad hoc administrative tasks.</p> <p>Edit all documents emanating from the unit for grammatical correctness.</p> <p>Administratively assist with the appointment of service providers in accordance with the GEPEF'S SCM Policy.</p>
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## C. Job specification

### Qualification and experience:

- Grade 12 (NQF 4)
- Secretarial / Administration Qualification (NQF 5)

### Experience:

- 5 Years' experience in a Personal Assistant role to an Executive/Senior Manager
- Proficiency in MS Office

**Knowledge:**

- Understanding of the Government Employee Pension Fund and/or Pension Fund Industry
- Knowledge of operating standard office equipment
- Administrative and clerical procedures

**Skills and behaviour:****Behaviour:**

Professionalism  
 Efficiency  
 Flexibility  
 Attention to Detail  
 Confidentiality

**Skills:**

Typing  
 Business English  
 Communication  
 Keeping Minutes  
 Coordination

**D. Leadership measures**

Number of staff directly managed	• N/A
Number of staff indirectly managed	• N/A
Number of contractors/suppliers managed	• TBA
Financial Accountability	• N/A

**E. Relationships**

Company Secretary; Head of Corporate Services	Direct Reporting Line Direct Reporting Line
GEPF staff	Co-ordinate service delivery
Stakeholders and service providers	Communication – Address queries, information sharing, appointments, meetings
Board members	General enquiries

GEPF is committed to ensuring and maintaining workplace diversity and the attainment of employment equity, having due regard to qualifications and appropriate experience. GEPF encourages applications from people with disabilities. Please include certified copies of ID, relevant qualifications and contact details of at least 3 references.

**This position may be subject to competency assessments. GEPF retains the right not to employ. If you have not heard from us in two months, please consider your application unsuccessful.**

**Applications should be directed to [GEPF.rh@kelly.co.za](mailto:GEPF.rh@kelly.co.za) indicating the position you are applying for on the subject line (e.g. Personal Assistant)**

**The closing date for applications is 12 February 2020.**