



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.

An employment opportunity currently exists within GEPF for the below mentioned vacancy, based in Erasmuskloof, Pretoria. Minimum requirements for this vacancy are in line with the job specification and requirements.

SENIOR COMMITTEE OFFICER

A. Job purpose	
To effectively and efficiently coordinate and support the Board Sub - Committees and assist the Company Secretary with secretariat duties.	
B. Key accountabilities	
Key performance area	Output/action
Coordination of Committees	<ul style="list-style-type: none"> Prepares and issues notices of meetings. Prepares the agenda and supporting documentation for meetings. Prepares the minutes and action lists of Committees. Plans the annual calendar for Committee meetings. Formulates meeting agenda with various Chairpersons to ensure consistency of format and coverage of all aspects. Ensures packs for meetings are prepared and distributed timeously to enable informed decision making. Records minutes and ensures effective administration of meetings. Prepares draft minutes and circulates to attendees for validation and timely execution of decisions and requests for information

	<p>Drafts documents as required by the Committees.</p> <p>Tracks execution of Committees' decisions to raise the awareness of non-execution of crucial decisions to Company Secretary.</p> <p>Liaises with members on general secretariat queries and facilitates signature of round robin resolution.</p> <p>Ensure that travel arrangements for Board members are done correctly and communicated to them</p> <p>Effective administration of meetings to ensure that Chairpersons are briefed on all agenda items prior to meeting, conflict of interest forms completed and submitted and filed</p> <p>Ensure appropriate record keeping of decisions and resolutions</p> <p>Ensure decisions taken or requests for information are communicated to functionaries for implementation or execution</p>
Committee Support	<p>Negotiates with third party suppliers on behalf of the Committees to settle e-agreements or disputes.</p> <p>Ensures that committee members collectively and individually understand their responsibilities and implications of non-compliance to legislative and statutory requirements.</p> <p>Minimise the threat to intellectual property of the GEPF to protect against espionage and theft</p> <p>Assists with capacity building to ensure that trustees remain effective</p> <p>Conducts research as and when required in preparation for Committee meetings.</p> <p>Assists the Company Secretary to annually review the terms of reference of all Committees to ensure compliance and adherence to relevant legislation and regulations.</p> <p>Co-ordinate, prepare, manage and distribute correspondence to and between Board and Committee members for open communication as required for corporate governance.</p>
Support to Company Secretary	<p>Retains and maintains the statutory registers for the company.</p> <p>Assists the Company Secretary with research relating to providing Directors with guidance as to their duties and responsibilities.</p> <p>Assists the Company Secretary in ensuring that Directors are aware of all laws and legislation relevant to or affecting GEPF.</p> <p>Assists the Company Secretary with information in facilitating the induction of the newly appointed Directors.</p> <p>Assists the Company Secretary with populating documents for best governance practices e.g. compliance with King</p>

Code on Corporate Governance and other statutory requirements for reporting purposes.

Provides comprehensive ad-hoc support to the Executive and the Board and its sub-committees.

Assists the Company Secretary with the Secretariat budget and tracks and monitor expenditure in the division

Manages the Secretariat unit in the absence of the Company Secretary

Coordinates assessment of Board Members competency levels in relation to their contribution to TEDA where necessary.

Regular updating of the risk register and addressing audit findings for Secretariat

Assists the Company Secretary with information in facilitating the induction of the newly appointed Directors.

Assists the Company Secretary with populating documents for best governance practices e.g. compliance with King Code on Corporate Governance and other statutory requirements for reporting purposes.

Provides comprehensive ad-hoc support to the Executive and the Board and its sub-committees.

Assists the Company Secretary with the Secretariat budget and tracks and monitor expenditure in the division

Manages the Secretariat unit in the absence of the Company Secretary

Coordinates assessment of Board Members competency levels in relation to their contribution to TEDA where necessary.

Regular updating of the risk register and addressing audit findings for Secretariat

Management of Ethics within GEPF	<p>Identifies ethics risks and opportunities.</p> <p>Develop ethics strategies and action plans</p> <p>Implement strategies and action plans</p> <p>Drafts and submits ethics codes for Committee and Board approval.</p> <p>Develops and implements ethics awareness programmes.</p> <p>Monitors ethical behavior within GEPF.</p> <p>Reports ethics breaches to the relevant Committee.</p> <p>Ensures that Fraud Prevention Management Policies are in place and monitored</p> <p>Ensures Fraud Risk Assessments are undertaken and the relevant registers updated</p> <p>Notes and take action in respect of fraud management at Public Investment Corporation and Government Pensions Administration Agency (GPAA)</p>
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C. Job specification

Qualification and experience:

- Grade 12 (NQF 4)
 - Bachelor of Law Degree / any relevant Corporate Governance Degree
 - Membership of the Chartered Institute of Secretaries
- Experience:**
- 6 Years' Experience in a Secretariat Support Role

Knowledge:

- Understanding and knowledge of relevant South African Legislation
- Awareness and understanding of the Government Employee Pension Fund and/or Pension Fund Industry
- Relevant Legislation, Regulations and Procedures e.g. Pension Fund Act, Government Employees Pension Law, of 1996, Special Pension Act
- Stakeholder management
- United Nations Principles for Responsible Investment
- Corporate Social Investment principles
- Corporate Governance principles (King III report)
- Supply Chain Management

- Processes, policies, practices and principles involved in performing board and committee secretariat services
- Administrative support systems e.g. word processing, filing and records management, transcription, template design and general office procedures
- Companies Act/ Corporate Law amendment Act
- Political Processes in South Africa

Skills and behaviour:

Skills:

- Operational excellence
- Planning, organisational and administrative skills
- Word processing skills
- Computer literacy
- Problem solving skills
- Records management skills
- Knowledge management skills
- Results orientation
- Project management
- Detail orientation
- Pro-activeness
- People Management
- Relationship Management
- Monitoring and Evaluation
- Advanced Communication
- Coordination

Behaviour:

- Openness
- Inter-dependence
- Caring
- Client focus
- Adaptability and stress tolerance
- GEPF focus
- Communication
- Organisational Awareness
- Problem solving and Judgment
- Team work
- Developing others

- Innovation
- Impact and Influence
- Maturity and self-management
- Fairness
- Professional work ethic
- Networking
- Resilience
- Confidentiality
- Professionalism
- Integrity
- Assertiveness

D. Leadership measures

Number of staff directly managed	• 1
Number of staff indirectly managed	• N/A
Number of contractors/suppliers managed	• TBA
Financial Accountability	• N/A
Other:	• N/A

E. Relationships

Principal Executive Officer	Ethics programme
Company Secretary	Direct Report Line Performance Management Support and Information sharing to optimise service delivery
Committees	Provide secretariat, administrative and advisory support
GEPF Employees	Team work and collaboration Communicate board resolutions for executive
Service Providers	Negotiate contracts

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, and qualifications and contact details of at least 3 references.

This position will 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@ursonline.co.za indicating the position you are applying for on the subject line (e.g. Senior Committee Officer)

The closing date for applications is 18 February 2020.