



GEPF™
your investment, your future

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 R1.6 trillion. An employment opportunity currently exists within GEPF for the below mentioned vacancy, based at Kasteelpark, Erasmuskloof, Pretoria.

JOB DETAILS

EXECUTIVE PERSONAL ASSISTANT

A. Job purpose	
To provide dedicated personal and professional administrative and secretarial support function to the Principal Executive Officer (PEO) and direct reports in the office of the Principal Executive Officer. Manage the office of the Principal Executive Officer and the interface with all relevant stakeholders.	
B. Key accountabilities	
Key performance area	Output/action
Secretarial Support (60%)	<ul style="list-style-type: none"> • Manage the office of the PEO. • Manage the diary of the PEO. • Provide secretarial duties and personal assistance to the PEO to manage output, workflow and office deadlines. • Provide high level and full secretarial support, including minute taking, text processing and audio transcribing. • Manage all office communication (calls, emails, walk-ins etc) and ensure they are actioned accordingly or redirected to relevant departments. • Receive PEO’s visitors on arrival at GEPF and provide refreshments for visitors. • Draft and type correspondence for PEO, including memorandums and official letters. • Consolidate and compile reports for the PEO • Manage office projects on behalf of the PEO as may be determined by the PEO from time to time. • Quality check all typed documents and submission to the office of the PEO for accuracy, correctness and validity before further distribution.

	<ul style="list-style-type: none"> • Address queries from stakeholders and / or channels queries to correct role players. • Carry out background research when required and presenting findings to PEO • Prepare presentations, produce documents and spreadsheets, produce briefing papers from stakeholders and/or internal managers and compile weekly / monthly / quarterly and annual management reports • Compile and manage the Principal Executive Officer's budget and correlate it into the Fund's Financial Budget Strategy (keep record of expenditure commitments, be vigilant to expenditure and alert the Principal Executive Officer of possible over spending). • Review and compile monthly variance reports and produce required management reports • Manage Office of PEO's procurement and ensure compliance to relevant policies • Maintain and update index systems for the PEO, such as Staff Performance, Appraisals, travel, sick and annual leave etc. • Arrange National and International travel and accommodation for the Principal Officer and direct reports • Scrutinizes Board and Board Committee meetings documents to ensure that actions required by the PEO are addressed timeously • Maintain a document trail record, filing system and assist in addressing audit queries • Assist with ad-hoc tasks. • Coordinate meetings and events by ensuring venue booking, arrangement of refreshments, meeting documents and equipment for meetings. • Make travel arrangements for national and international travel for the Office of PEO and Unit's staff members.
<p>Administration (40%)</p>	<ul style="list-style-type: none"> • Ensure adequate office supplies at all times. • Obtain prior approval of all expenditure required by Executive. • Develop a database of contacts of all stakeholders. • Develop good working relations with relevant personnel for ease of execution of duties. • Create and maintain an appropriate filing and record management system. • Assist the receptionist with switchboard duties as and when required. • Ensures that classified and confidential documents are kept safely. • Assists the Units with ad hoc administrative tasks.

C. Job specification

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Qualification and experience:

Qualification:

- National Diploma in Secretarial Management/ Administration (NQF 6)

Experience:

- 8 years' experience in a Personal Assistant role for an Executive
- Experience in report writing, report consolidation, minute taking and making local & international travel arrangements
- Proficient in MS office packages

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

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed

- N/A

Number of staff indirectly managed

- N/A

Number of contractors/suppliers managed	• N/A
Financial Accountability	• N/A
Other:	• N/A
E. Relationships	
<i>Illustrate the stakeholders that this job will influence and the purpose for the communication</i>	
Principal Executive Officer	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.

Confidential applications, giving full career particulars and contact details with copies of qualifications should be emailed to sibongile@oceanahrp.co.za no later than the 18th February 2021. Please note that only shortlisted candidates will be contacted. If you have not been contacted within one month after the closing date, please consider your application as unsuccessful