

PERSONAL ASSISTANT

With more than 1.2 million active members and around 480 000 pensioners and beneficiaries as well as assets worth more than R2.1 trillion, the Government Employees Pension Fund is a defined benefit fund that manages pensions and related benefits on behalf of government employees in South Africa. It is the largest pension fund in South Africa and Africa. The GEPF is currently seeking to appoint a suitably qualified individual with the relevant experience to fill the role of a Personal Assistant position within the office of the Head of Finance.

Purpose of the role: To provide an efficient and professional secretarial support function to the Executive and Department.

Key Responsibilities:

- Provide personal and dedicated secretarial support services.
- Provide effective and efficient administrative support to the Head of Finance and the department.

Qualifications, Experience, Knowledge and Skill:

- Qualification in Secretarial / Administration (NQF 5) or equivalent
- 5 Years' Experience in a Personal Assistant Role for an Executive/ Senior Manager
- Ms Office proficiency
- Report writing and minute taking experience
- Good communication and coordination skills.

Enquiries may be made to: Merilyn Nonti Tsindwi, email: nontokozot@mindworx.co.za

The GEPF is an equal opportunity employer, committed to employment equity in the organisation. The principles as set out in the GEPF's employment equity policy will apply. To apply for the above vacancy, email your CV to: nontokozot@mindworx.co.za. The position will also be advertised in the following websites:

www.gepf.co.za & www.mindworx.co.za

The closing date is: 17 May 2022

No late applications will be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Communication will be with short-listed applicants only



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