



GEPF™

your investment, your future

GOVERNMENT EMPLOYEES PENSION FUND

The Government Employees Pension Fund (GEPF) is the largest pension fund in Africa, 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.

Administrative Assistant

Reporting to the Senior Committee Officer, the successful candidate will provide an efficient and effective office administrative function to the Secretariat Business Unit.

Qualifications and Experience: • Grade 12 with 3 years' Administration experience or; 1-2 years' Administration experience with National Diploma in Secretarial/Administration or related (NQF level 6).

A competitive, market related remuneration package will be negotiated with the successful candidate. The GEPF is an equal opportunity employer, committed to employment equity.

To apply, please e-mail your CV to: courtney@warriortalent.co.za

Enquiries may be made to: Courtney Chikowore, tel. (011) 058 0030.

The role will also be advertised on the GEPF website: www.gepf.co.za

Closing date: 27 September 2022. (No late applications will be considered).