



The Government Employees Pension Fund (GEPF) is Africa's largest pension fund. With more than 1.2 million active members and around 500 000 pensioners and beneficiaries as well as assets worth more than R2.3 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 and skills to fill this vacant position in Pretoria.

## COMMITTEE OFFICER

**Main Purpose:** Provide secretarial, administrative, and procedural support to the Executive Committee and Board Committees by effectively preparing agendas, submitting documentation, formulating resolutions, and transcribing minutes. Effectively and efficiently coordinate and support the Board and committees as well as assisting the Senior Committee Officer with secretarial and ethics management duties.

**Key Responsibilities:** •Board and Committee Meetings Preparation-Ensure the timely coordination and preparation of Board and Committee packs •Prepare and Issue Notices of Meetings •Board and Committees' Administrative Support - Ensure committee members collectively and individually understand their responsibilities and implications of non-compliance to legislative and statutory requirements and minimize threats to the intellectual property of the GEPF to protect against espionage and theft •Procedural Support and Advice to Board and Committees and provide support to Senior Committee Officer •Ensure POPIA compliance as well as good Governance and Risk Compliance •Ethics Management - Assist the Ethics Officer with the development and implementation of ethics management strategy and ensure relevant ethics policies, frameworks, etc. are easily accessible to Staff and other stakeholders .

**Qualifications, Experience, Knowledge and Skills:** National Diploma (NQF level 6) in Management Sciences/ Business Administration required • 3-5 years' relevant experience • Chartered Governance Institute of South Africa Membership will be advantageous • Solid knowledge of relevant legislation, regulations and procedures • Awareness of and understanding of the Government Employees Pension Fund and/or Pension Fund Industry • Knowledge of processes, policies, practices and principals involved in performing Board and Committees secretariat services • Solid understanding Companies Act / Corporate Law Amendment Act.

The GEPF is an equal opportunity employer, committed to employment equity in the organization.

The principles as set out in the GEPF's employment equity policy will apply.

To apply for the above vacancy, email your CV to: [recruit9@sixsense.co.za](mailto:recruit9@sixsense.co.za)

The position will also be advertised on the following websites:

[www.gepf.co.za](http://www.gepf.co.za) & [www.sixsense.co.za](http://www.sixsense.co.za)

The closing date is 07 May 2024

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