



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 500 000 pensioners and beneficiaries as well as assets worth more than R2.3 trillion.

Personal Assistant

The successful candidate will provide an efficient and professional secretarial and administrative support function to the Executive and Department as well as the following duties:

- manage the diary, e-mails, screen telephone calls and messages of the Executive
- attend relevant meetings and record minutes
- coordinate the provision of adequate office supplies, stationery, and paper etc.
- identify, build, and nurture trust and collaborative relationships with internal and external stakeholders.

Qualifications and experience:

- A National Diploma/NQF Level 6 in Secretarial/Administration
- Up to 6 years' of experience as a Personal Assistant for a senior manager
- Understanding of the Government Employee Pension Fund and/or Pension Fund Industry
- Knowledge of operating standard office equipment
- Administrative and clerical procedures
- Travel administration procedures.

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

Contact person: Sibongile Tutu, e-mail: sibongile@oceanahrp.co.za

Kindly submit a word version copy of your latest updated CV to info@oceanahrp.co.za

THE CLOSING DATE IS 15 APRIL 2024.