

Personal Assistant

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. As the sixth largest pension fund in the world, the fund is seen to be a leader on a number of retirement fund related aspects. The GEPF is currently looking for a suitably qualified individual with the relevant experience to fill the role of a Personal Assistant.

Purpose of the Role: Reporting to: Head Actuarial and Benefits Administration to provide an efficient and professional secretarial support function to the Executive and Department

Key Responsibilities: ● Provide personal and dedicated secretarial support service
● Provide effective and efficient administrative support to the Head of Actuarial and Benefits Administration and the department

Qualifications, Experience, Knowledge and Skills: ● Secretarial / Administration qualification (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
● Understanding of the Government Employee Pension Fund and/or Pension Fund Industry
● Knowledge of operating standard office equipment ● Administrative and clerical procedures

Enquiries may be made to: Sabera Rehman, email: sabera.rehman@sixsense.co.za

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

To apply for the above vacancy, email your CV with supporting documents to: sabera.rehman@sixsense.co.za

The position will also be advertised on the following websites:

www.gepf.co.za & www.sixsense.co.za

The closing date is: 19th November 2021

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.

