



# GEPF™

your investment, your future

**GOVERNMENT EMPLOYEES PENSION FUND (GEPF)**  
With more than 1.2 million active members and around 550,000 pensioners and beneficiaries as well as assets worth more than R2.6 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 below role within the office of Principal Executive Officer, in Centurion.

## EXECUTIVE MANAGER: OFFICE OF THE PEO

**Purpose of the role:** To provide strategic and operational leadership to the PEO's Office in the execution of the strategic and operational functions of the Office aligned to the GEPF's vision and overall business strategy and serve as the key contact and coordination point in the Office of the PEO with various stakeholders.

### Key Responsibilities:

- Leadership and Management of the PEO's Office:
- Submit reports required by the PEO and on behalf of the PEO.
- Liaise with internal and external stakeholders on behalf of the PEO.
- Provide strategic and efficient operational leadership and support.
- Support PEO's Personal Assistant in ensuring a smooth-running process.
- Provide oversight on all policies and submissions to the Office of the PEO
- Oversee and manage strategic projects on behalf of the PEO.
- Monitor and manage internal governance within the office of the PEO.
- Build and effectively manage relationships and communications with critical stakeholders.
- Lead development and management of the budget for the PEO's Office.

- Maintain effective internal controls (combined assurance).
- Manage performance outputs as well as availability of talented staff in the office of the PEO.

### Qualifying Requirements:

- Master's Degree (NQF Level 9) in Management Sciences/ Business Administration/Accounting/Finance/Strategy or related field.
- Minimum of 11 years of snr management work experience.
- Awareness and understanding of the Government Employee Pension Fund and/or Pension Fund Industry/ Financial services sector in South Africa.
- Knowledge and experience in stakeholder liaison/ management.
- Knowledge and experience in management reporting.
- Knowledge of legal and compliance principles.
- Working knowledge of financial accounting and reporting, including external statutory reporting and audit and risk management.
- Contract & SLA management.
- Corporate Governance principles.
- Companies Act/ Corporate Law amendment Act.
- Supply chain management Strategic planning, organisational performance management, and KPI frameworks.
- Organisational culture, change management, and stakeholder dynamics.
- Good communication skills.

A competitive, market-related remuneration package will be negotiated with the successful candidate.

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

- **No late applications will be considered.**  
Communication will be with short-listed applicants only.
- For a detailed role profile, visit the GEPF website: [www.gepf.co.za](http://www.gepf.co.za) under vacancies.
- Interested persons are requested to send their CVs to: **CVS@bataunghr.co.za**
- The following supporting documents will be required: cover letter, detailed CV, recently certified copies of your qualifications and Identity document.
- The closing date is: **08 May 2026**