

GOVERNMENT EMPLOYEES PENSION FUND

With more than 1.2 million active members and around 480 000 pensioners and beneficiaries as well as assets worth more than R2.69 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 relevant experience in the Administrative Assistant role within the Secretariat Department.

ADMINISTRATIVE ASSISTANT

The purpose of this role is to provide an efficient and effective office administrative function to the Secretariat business unit. This includes coordinating Board and committee meetings, Board travel arrangements, Board Committee logistics support, and day-to-day administrative support.

Qualifying requirements:

- National Diploma (NQF Level 6) in Management Sciences (Secretarial / Administration) or a related field
- Minimum of 2 years' relevant experience in an administrative or office support environment
- Knowledge of the Government Employees Pension Fund and/or Pension Fund industry will be an added advantage
- Sound knowledge of standard office equipment, administrative and clerical procedures

Key competencies and characteristics:

Accountability, Client Centricity, Integrity, Transparency, Diversity and Inclusion, Attention to Detail, Administrative Skills, Communication, Stakeholder Focus, Planning and Organising.

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

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

INTERESTED PERSONS ARE REQUESTED TO SEND THEIR APPLICATIONS TO THE EMAIL ADDRESS: CAREER3@MOGALESOL.CO.ZA THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED: COVER LETTER, DETAILED CV, COPIES OF YOUR QUALIFICATIONS AND IDENTITY DOCUMENT.

ENQUIRIES: MXOLISI MAKHASANA (011) 791 0905

CLOSING DATE FOR APPLICATIONS:

15 September 2026

NO LATE APPLICATIONS WILL BE ACCEPTED.



GEPF™
your investment, your future