

VACANCY

RETIREMENT FUND SECRETARIAT AND EXECUTIVE ASSISTANT

CLOSING DATE – 22 April 2024

The Old Mutual SuperFunds ("the Funds") are the largest commercial umbrella retirement funds in South Africa. The Funds, consisting of 2 retirement funds, 2 preservation funds and 2 unclaimed benefits funds, have a combined membership in excess of 530 000 members and assets under management exceed R150bn. The administration of these Funds is outsourced to Old Mutual.

We are currently seeking a dedicated individual to join our team as a full-time Retirement Fund Secretariat and Executive Assistant, stationed at the Old Mutual offices in Pinelands, Western Cape. Reporting directly to the Principal Officer, this pivotal role offers a unique opportunity to contribute to the efficient functioning of the Funds. As an independent contractor, you will work directly for the retirement funds.

Key Responsibilities:

- Serve as the Retirement Fund Secretariat, coordinating and managing all administrative aspects of Fund meetings, including scheduling, meeting governance, agenda pack production, drafting resolutions, and meticulous minutes taking.
- Maintain accurate records of decisions, actions, and resolutions made during meetings, ensuring timely distribution to relevant stakeholders.
- Act as the primary point of contact for inquiries and correspondence related to the Principal Officer's Office, delivering prompt and professional responses with a focus on confidentiality and discretion.
- Prepare comprehensive reports, presentations, and other documentation to support the activities of the Principal Officer and senior management team, ensuring adherence to corporate governance standards.
- Assist in the development and implementation of robust governance frameworks and policies to ensure compliance with regulatory requirements and industry best practices, leveraging thorough research and analysis.
- Collaborate closely with internal and external stakeholders to facilitate governance-related initiatives, including board meetings, committee meetings, and policy reviews, while maintaining open lines of communication.
- Stay abreast of relevant legislation, regulations, and industry standards impacting retirement fund management, providing informed guidance to support strategic decision-making.
- Manage the Principal Officer's calendar with precision, scheduling appointments, meetings, and travel arrangements efficiently and maintaining an organized system for seamless coordination.
- Handle confidential information with the utmost discretion and confidentiality, exercising sound judgment in all interactions and communications.
- Provide comprehensive support for special projects and initiatives as directed by the Principal Officer, offering administrative assistance and coordination as required.
- Ensure the timely implementation of Board decisions by proactively engaging with key stakeholders and overseeing execution.

- Support the Principal Officer’s Office in addressing contractual, technical, and litigious matters pertaining to the Funds, while also addressing Management Board requirements and inquiries.
- Maintain regular and proactive communication with Board Members, Regulators, Service Providers, and Legal Advisors, fostering strong working relationships and ensuring effective collaboration.

Qualifications and Experience:

- A relevant business degree, with a related and relevant qualification in Law/Finance/ Business Administration (or similar).
- At least 10 years of experience in a similar role with a proven track record of success, preferably in Financial Services, Business Strategy, or Consulting.
- Exposure and access to local best secretariat practices, as well as networks within the legal, employee benefit relations, and Retirement Fund industry.
- Proficiency in business process management technology and expert at recording proceedings.
- A commercial mindset, including an orientation toward innovation and knowledgeable business practices.
- Computer literacy in MS Office, Board meeting and related packages, with a high level of competence in Word, Excel, PowerPoint, Outlook, Microsoft Teams and SharePoint.

Knowledge, Skills & Abilities:

- Demonstrated ability in systematic, critical thinking, and problem-solving.
- Resilience to effectively respond to pressure and adapt to changes in a dynamic environment.
- Exceptional stakeholder focus, coupled with mature communication skills to engage with diverse audiences effectively.
- Strong organisational skills, coupled with a keen awareness of the bigger picture to navigate complex situations.
- Expertise in Retirement Funds and Fund Governance, with a deep understanding of industry best practices and regulatory requirements.

Additional attributes of the individual

- Preference will be given to affirmative action candidates or designated groups, aligning with the Funds’ transformation objectives.
- Demonstrated competence and sound judgment in carrying out responsibilities.
- Diligence in the fulfilment of the Retirement Fund Secretariat and Executive Assistant responsibilities.
- Must be self-motivated as the person will be working in a core team and will need to take personal responsibility for completing tasks timeously and to an excellent standard.
- Strong interpersonal and communication skills.
- The ability to think analytically and independently.
- Strong ethics.

Process requirements

To apply, all submissions must be emailed to superfundprincipalofficer@oldmutual.com by no later than 17h00 on **22 April 2024**, and **must be** accompanied by the following:

1. Your CV with your contact details
2. Expected Remuneration
3. A list of your contactable references
4. A list of any your Retirement Fund Secretariat and Executive Assistant positions held currently

and previously.

5. A copy of your Identity Document
6. An indication of your current business commitments and time availability

PLEASE NOTE

- Only applications received by the e-mail address noted on this advert will be accepted.
- Incomplete applications will not be considered.
- The Funds' selection panel reserves the right to confirm and verify all information submitted and request additional information.
- A probation period may apply to the successful candidate.