

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, 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 the Principal Executive Officer, in Pretoria.

## PERSONAL ASSISTANT - OFFICE OF THE PEO

**Purpose of the Role:** To provide an efficient and professional secretarial and administrative support function to the Office of the PEO

**Key Responsibilities:**

- **Secretarial Support** - Manage the diary of the PEO and Business Manager, manage emails, screen calls and take messages, manage visitors, draft and review documents, address stakeholder queries, manage adhoc tasks, arrange venues and catering, arrange meetings, take minutes and transcribe audio
- **Administration:** Manage office supplies, manage expenditure and invoices, manage stakeholder database, maintain filing, record management and track documents, track expenditure, general administrative support
- **Travel Administration:** Manage travel administration, prepare itinerary, manage travel payments, liaise with service providers to ensure all travel arrangements are confirmed.

**Qualifications, Experience, Knowledge and Skills:**

- National Diploma in Secretarial / Administration (NQF 6)
- 6 years' experience in a Personal Assistant role for an Executive
- Experience in report writing, report consolidation, minute taking and making local & international travel arrangements
- Proficient in MS office packages
- Understanding of the Government Employee Pension Fund and/or Pension Fund Industry
- Knowledge of operating standard office equipment
- Administrative and clerical procedures.

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

The principles as set out in the GEPF's employment equity policy will apply

**To apply for the above vacancy, email your CV to: [recruit8@sixsense.co.za](mailto:recruit8@sixsense.co.za)**

**The position will also be advertised on the following websites:**

**[www.gepf.co.za](http://www.gepf.co.za) & [www.sixsense.co.za](http://www.sixsense.co.za)**

**The closing date is: 17<sup>th</sup> October 2023**

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.



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your investment, your future