



Government Employees Pension Fund

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## Junior Lawyer (5 months contract)

The Government Employees Pension Fund (GEPF) is the largest fund in Africa, with more than 1.2 Million active members and around 440 000 pensioners and beneficiaries with assets worth R2.1 trillion. The GEPF has the Government Employees Pension Ombud (GEPO) as its voluntary complaints handling mechanism established by the Board of Trustees of the GEPF. The GEPO, in Hatfield, Pretoria is currently looking for an individual with the relevant experience and qualifications to fill the Junior Lawyer role as contained below:

### Key Responsibilities:

- Investigate, analyse, and identify the essence of a complaint.
- Draft correspondence and do follow ups with Funds/Fund Administrators
- Analyse the adequacy of the responses from Funds/Fund Administrators and escalate issues timeously when necessary.
- Prepare a draft determination based on research, adequate analysis of a complaint, discussions with teammates and adapt directions given by Supervisors.
- Submit quality draft determinations to Supervisor within set timelines.
- Deal with all matters within the prescribed time periods
- Adequately review and address corrections/review notes from the Supervisor or the Ombud timeously
- Assist the Supervisor or the Ombud with projects/ad hoc tasks as and when required.
- Keep record of own statistics and monitor own performance.
- Compile weekly statistics of cases.

### Minimum requirements:

- A Bachelor of Laws Degree (LLB).
- 3 years' experience in practicing law in the public spheres – administration, management, or regulation.
- Experience in the pension industry or financial services sector an added advantage.

### Key competencies:

- Ability to assess facts, interpret legislation and draft legal documents.
- Knowledge and understanding of the appropriate legislative and regulatory frameworks.
- Knowledge and understanding of the GEPF Law and the GEPF rules and the role of the Ombud.
- Computer Literacy (MS Word, Excel, Ms Outlook).
- Team player.
- Analytical and problem solving skills.
- Drafting skills.
- Ability to work under pressure.
- Good verbal and written communication skills.

To apply, please email your CV with supporting documents to: [Recruitment@gepf.co.za](mailto:Recruitment@gepf.co.za) indicating on the subject line (**Application: Junior Lawyer**).

The GEPF is an equal opportunity employer, committed to employment equity in the organization. The closing date is **19 January 2024**. No late applications will be considered. Communication will be made to shortlisted applicants only.

### BOARD OF TRUSTEES

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