

**SUBJECT: ADVERTISEMENT OF ADMINISTRATOR- DEATH BENEFITS POSITION AS
 OUTLINED BELOW: INTERNALLY AND EXTERNALLY**

Municipal Workers Retirement (MWRF) is a defined contribution Fund which provides members and their dependents with reasonable and competitive retirement, resignation, and risk benefits (Death-in-service and disability benefits)

JOB TITLE:	Administrator – Death Benefits
DEPARTMENT:	Administration
LOCATION:	24 Napier Road, Richmond, Johannesburg
REPORT TO:	Supervisor - Administration
JOB TYPE:	Permanent
SALARY	Market related, negotiable depending on experience
MINIMUM REQUIREMENTS:	<ul style="list-style-type: none"> Matric /COP or equivalent in Administration, Computer literacy, BCOM Degree or BA in Administration qualification will be an advantage. Minimum of 3 - 5 years in the Employee Benefits, long term Insurance Industry, or the Financial Services Industry. Knowledge Pension or Provident Fund administration preferably in death benefit payments or member communication. PC skills (MS Outlook, Word and especially Excel), exposure to MS Projects or Power point (optional) Good report writing and presentation skills Knowledge of COM_PEN system or any Employee Benefit Fund Administration system. Excellent time management & people skills Ability to function effectively in a process driven ICT environment.
MAIN DUTIES/RESPONSIBILITIES:	<ul style="list-style-type: none"> Provide effective support to the Provident Fund death claims administration and associated financial administration processes. Ensure that all required documentations are received, and reports prepared are correct. Ensure that all quality checks relating to death benefit claim and administration are timeously done. Ensure that claims calculations are accurate. Apply for tax and ensure that queries are handled accordingly. Responsible for interacting with clients by handling queries related to detail tracking of the

	<p>status of the claims.</p> <ul style="list-style-type: none"> • Ensure that death claims are paid according to payment instruction. • Ensure that death claims are prepared for Risk Benefits Committee on time.
<p>COMPETENCY REQUIREMENTS: SKILLS, KNOWLEDGE AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Self-disciplined • Communication skills • Interpersonal skills • Attention to details. • Very high level of accuracy. • Deadline orientated. • Analytical thinking • Quality awareness • Information Management Aptitude • Employee benefits or long-term insurance industry experience, preferably in administering pension and /or provident death claims. • Hands on experience with handling employee and related benefit documentation. • Must be able to readily understand and interpret environment specific rules. • Experience with data extraction and report production. • Good communication and interpersonal skill in dealing with stakeholder queries and requirements. • Report writing and correspondence management capability. • Adherence to company policies and procedures.

The closing date is Friday 24 January 2026 @ 16h00. Please note that late applications will not be considered. Applicants are requested to submit, application letter, ID Copy, comprehensive CV and certified copies of qualifications. Applications must submitted via email to:

recruitment@mwrfund.org.za

