



The Municipal Employees Pension Fund (MEPF) was established on 1st July 1970. The primary objective of this Fund is to service the retirement needs of the previously disadvantaged employees within local Government. The Fund currently has over 25 000 members, with over R23 billion assets under its management.

VACANCY
(Kempton Park)

Publication Date: 31 January 2024

Job Title: Principal Executive Officer

Position number: 001

Educational Requirements: Relevant tertiary qualification of at least NQF level 7

Skills Required: Leadership, Planning, Organising, Time Management, Integrity, communication skills.

Experience: 5 years in a similar position and 10+ years retirement funds industry experience

Responsibilities:

1. Monitor Fund's compliance.
2. Management of the Fund in terms of the Rules of the Fund and the Pension Funds Act
3. Liaison with Registrar of Pension Funds.
4. Quality management, review of Fund's rules and submission of amendments to Board for consideration.
5. Oversight on finalisation of annual financial statements and actuarial evaluation report for submission to Board and statutory bodies.
6. Maintain a record of all Fund officers and Board members.
7. Oversee the process of election of the Board members in terms of the rules of the Fund.

8. Ensure all administrative functions to support the Board are performed.
9. Manage all external service providers to the Fund to ensure sound financial management of the Fund.
10. Act as the Information Officer of the Fund to ensure compliance with the Protection of Personal Information Act (POPIA)
11. Management of interface between Board Members, Administrator, Participating Employers, and members.
12. Keep Board Members informed about developments in the pension fund environment.

Contact Person: Merriam Chueu

Closing Date: 7 February 2024

Interested applicants should submit a detailed CV and Covering Letter to merriam@akafin.co.za by no later than 7 February 2024.

Only short-listed candidates will be communicated with. Should you not hear from MEPF within 14 days of the closing date, please consider your application unsuccessful and note that your submitted CV will be destroyed.