

VACANCY FOR INDEPENDENT PRINCIPAL OFFICER

The Mines 1970 Unclaimed Benefits Preservation Pension and Provident Funds are looking for a competent and self-motivated candidate for a position of Principal Officer in Johannesburg, Sandton.

Fund information – Unclaimed Benefits Funds (Ex miners)

The Mines 1970 Unclaimed Benefits Preservation Pension and Provident Funds were established in January 1970 for people working in the mining industry. They were closed to new members in September 1992. The funds therefore exist purely to safeguard and grow members benefits and to find and pay them those benefits.

The administration of the Fund is outsourced to Alexander Forbes and the independent Principal Officer reports directly to the Board of Trustees.

Key focus of the role

As Principal Officer of the Fund it will be your task to implement risk-based management strategies, provide executive and operational support to the Board, ensure that Board decisions are executed, manage relationships with all major stakeholders in the fund environment (including the regulator) oversee the administration and compliance of the fund.

Specifically, you will need to:

- Ensure that the Fund operates within the legislative framework, the Board operate efficiently and effectively, the governance of the Fund is compliant with all the regulatory and statutory requirements and that treating customers fairly is at the centre of all decision-making processes.
- Assist the Board in managing the affairs of the Fund from a strategic, executive, compliance and governance perspective.
- Preparation for meetings, checking of minutes and liaising with service providers to ensure action items are implemented.
- Execute instructions and report on matters relating to safeguarding, administration, and management of the Fund's assets.

Qualifications and experience

The candidates must have the relevant tertiary qualification

The candidate ideally should have 3-5 years experience as a principal officer or similar role

Preference will be given to candidates with unclaimed benefit funds experience

Experience in working with mining industry funds is also preferred

The Fund is also looking for a candidate that has experience in managing 37C cases and undertaking case assessment

The candidate must meet industry fit and proper requirements

The candidate must have Industry accreditation and be a member of a relevant professional body

Important Information

Candidates must submit a comprehensive CV to:

Name: Wendy Kraemer

E-Mail: wkraemer@mines1970fund.org.za

Mobile: 082 549 9949

Shortlisted candidates will be required to provide certified copies of their ID documents and qualifications. Candidates must be prepared to participate in a governance verification programme as prescribed by the fund.

CLOSING DATE: 24 March 2023