



WE ARE HIRING:

FUND SECRETARY X2

Reference: PSSPF – FS-2026

Location	Menlyn, Pretoria
Employment Type	Permanent
Salary	Market Related
Industry	Retirement Fund / Financial Services

ABOUT OUR CLIENT:

Our client is Retirement Fund based in Menlyn, Pretoria. The Fund is committed to sound governance, regulatory compliance and service excellence, and is seeking to appoint a suitably qualified and experienced professional to join the team.

PURPOSE OF THE ROLE:

To provide efficient administrative, governance, and compliance support to the Company Secretariat by ensuring accurate record-keeping, timely preparation and circulation of governance documents, general administrative support to the Principal Executive Officer and other stakeholders and smooth coordination of meetings, stakeholders and service providers to enable effective board and committee operations. The role further reinforces the Fund's governance, compliance and regulatory obligations by supporting the Principal Executive Officer in preparing compliant governance records, facilitating adherence to statutory timelines, ensuring audit-ready documentation, and coordinating stakeholder communications in alignment with FSCA expectations and Board governance standards.

competencies required:

- Knowledge of governance processes, meeting protocols, regulatory compliance basics, and board governance frameworks, with intermediate to advanced proficiency.
- Strong document and records management skills are essential, including version control, retention rules, and accurate archives.

The PSSPF reserves the right not to fill this advertised position. The PSSPF is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender, and disability). African, White, Coloured, Indian candidates and people with disability are encouraged to apply. All shortlisted candidates will be subjected to background checks.



- Operational policy awareness and effective internal communication with Trustees, and stakeholders support Secretariat operations.
- Key skills include administrative coordination, governance document quality control, pack preparation, stakeholder communication, and accurate recordkeeping.
- Professionalism, confidentiality, reliability, attention to detail and accountability are critical for success.
- Overall, the role demands a governance mindset, procedural discipline, and a service-oriented approach to support compliant and efficient operations.

DUTIES:

- **Operational Coordination:** Assist with scheduling and coordinating operational meetings and sub-committee meetings. Track deadlines and follow up on action items from operational meetings.
- **Governance Compliance & Regulatory Support:** Support the Board of Fund in tracking and coordinating governance-related statutory and regulatory deadlines (FSCA filings, meeting cycles, trustee declarations, etc.) Assist in maintaining governance registers, compliance logs, and statutory submission evidence.
- **Board & Committee Governance Document Quality Assurance:** Review drafts of meeting packs, agendas and minutes for completeness, formatting consistency, accuracy and alignment with governance standards. Perform version control and validation checks before distribution to trustees and committees.
- **Record Keeping and Filing:** Maintain accurate records and filing systems for operational policies, procedures and correspondence. Track updates to documents and ensure proper version control. Support consistent application of record-keeping standards across the department.
- **Meeting and Event Coordination:** Coordinate logistics for trustee and board meetings, including scheduling and venue arrangements. Help organise annual general meetings and other governance-related events. Confirm attendance, prepare meeting rooms and ensure all materials are available ahead of time.

REQUIREMENTS:

- Matric/Grade 12
- Diploma or certificate in Business Administration or Office Management.
- Basic Governance or Secretarial short course (advantageous).

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- 2-3 years of Experience as a Fund Secretary, Personal Assistant, Executive Secretary or relevant previous experience, preferably within a Pension Fund or Finance environment.

For applications and enquiries:

Please submit your CV, letter of motivation together with certified copies of ID and Qualifications to faith@lenohlahla.co.za. Please state the name of the position you are applying for in the subject line of your email.

Should you not receive a response within four weeks of the closing date, please consider your application unsuccessful.

Closing date: 10 August 2026

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