REQUEST FOR PROPOSAL

APPOINTMENT OF A PRINCIPAL OFFICER

SACAA PROVIDENT FUND

Registration number: 12/8/35883

Document status	Issue date	Closing date and time
Final for distribution	5 November 2026	5 December 2026

Prepared for the Board of the SACAA Provident Fund

Tender administration: Mufaro Employee Benefits (Pty) Ltd

The Fund invites suitably qualified and experienced individuals to submit proposals for appointment as its Principal Officer in terms of section 8 of the Pension Funds Act, 1956. The appointment is a personal statutory appointment, and each applicant must personally satisfy the requirements set out in this RFP.

Important information

Item	Detail
RFP reference	[SACAA PF/PO/2026]
Proposed commencement date	TBC
Proposed contract term	12 months
Submission address	thandi@mufaro.co.za and thabiso@mufaro.co.za
Enquiries	thandi@mufaro.co.za and thabiso@mufaro.co.za
Proposal validity	30 calendar days from the closing date

No applicant should infer information that the Fund has not expressly provided. All enquiries must be directed to the authorised contact. Canvassing members of the Board or attempting to influence the process may result in disqualification.

Physical Address: SACAA Building 11, Byls Bridge Office Park, Byls Bridge Boulevard, Centurion

Postal Address: Private Bag X73, Halfway House, 1685

Board of Trustees: Mr K Sotshede (Chairperson), Mr A Seedat, Ms E Maloba, Ms B Ndandani, Mr JT Ferreira, Ms C Lakay, Mr S Devkaran, Ms M Masha **(Deputy Principal Officer),** Ms L Khangala **(Principal Officer)**

1. Background and purpose

The SACAA Provident Fund ("the Fund") is a defined contribution provident fund established for eligible employees of the South African Civil Aviation Authority. It is registered under the Pension Funds Act, regulated by the Financial Sector Conduct Authority and tax approved by the South African Revenue Service. The object of the Fund is to provide benefits to members on retirement and on other life contingencies in accordance with its Rules.

Fund profile

Profile item	Fund information
Principal employer	South African Civil Aviation Authority
Fund registration number	12/8/35883
Fund structure	Defined contribution provident fund; presently an insured fund
Approximate active members	532
Approximate unclaimed benefits	28
Approximate assets	R1 070 421 520.28 (approximately R1.07 billion)
Board composition	Seven Trustees, including the Chairperson
Financial year-end	30 September
Current administration / investment platform	Liberty Life
Physical address	SACAA Building 11, Byls Bridge Office Park, Byls Bridge Boulevard, Centurion

The figures above are approximate and based on the latest information reflected in the Fund's procurement documents. The Fund may update them before the RFP is issued.

The Board seeks to appoint a suitably qualified, independent and experienced individual to serve as Principal Officer and to assist in the proper governance, compliance, administration and management of the Fund. The Principal Officer will be accountable to the Board, attend Board and relevant committee meetings without voting rights, and act as the principal liaison between the Fund, its service providers, regulatory authorities and other stakeholders.

2. Role of the Principal Officer

The Principal Officer is expected to provide strategic, statutory, governance, compliance and operational support to the Board while respecting that the Board retains its statutory and fiduciary responsibilities. The successful individual must exercise independent professional judgement, act in the best interests of the Fund and its members, and ensure that lawful Board decisions are taken, implemented accurately and timeously.

3. Key responsibilities

The responsibilities will include, but are not limited to, the following:

- Performing all statutory duties assigned to a Principal Officer under the Pension Funds Act, the Fund Rules and applicable regulatory requirements.
- Keeping the Board properly and promptly informed of the Fund's affairs, material risks, regulatory developments, compliance matters and issues that may prejudice the Fund or its members.

- Ensuring that lawful decisions and instructions of the Board are recorded, communicated, implemented and monitored to completion.
- Acting as the principal liaison with the Financial Sector Conduct Authority, the South African Revenue Service, the Office of the Pension Funds Adjudicator, Information Regulator and other relevant authorities.
- Attending meetings of the Board and relevant committees and supporting sound governance, proper authority, quorum, conflicts management, accurate records and effective action tracking.
- Overseeing the timely preparation and submission of statutory returns, annual financial statements, actuarial or valuation reports, rule amendments and other required documents.
- Coordinating the work of the Fund's administrator, consultants, auditors, insurers, investment service providers and other appointed service providers.

3. Key responsibilities (continued)

- Monitoring service-provider, appointment, performance against applicable law, written agreements, service levels and the needs of the Fund and its members, and escalating material or repeated failures to the Board.
- Supporting the Board's oversight of contributions, member records, benefit payments, death and disability claims, transfers, complaints, member communications and other administration processes.
- Supporting the Board and its committees in relation to investment governance, financial management, risk management, internal controls, insurance arrangements and the safeguarding of Fund assets.
- Maintaining appropriate governance, compliance, risk, regulatory, contractual and action registers, and reporting material exceptions to the Board.
- Assisting the Board to maintain and review the Fund's governance policies, committee mandates, delegation framework, annual calendar, trustee training and performance-assessment processes.
- Overseeing the Fund's complaints process and ensuring that complaints are addressed fairly, appropriately and within applicable timeframes.
- Ensuring that member communications are clear, fair, accurate, timely and consistent with the Fund Rules and applicable requirements.
- Supporting appropriate oversight of information governance, data protection, technology, cybersecurity, operational resilience, business continuity and risks arising from third-party service providers.
- Keeping abreast of legal, regulatory and governance developments affecting retirement funds, including applicable conduct standards and emerging reforms, and advising the Board on the implications and required actions.
- Meeting regularly with the Chairperson and providing concise reports on compliance, governance, risk, service-provider performance, member matters and the implementation of Board decisions.
- Maintaining complete Fund records and providing an orderly and comprehensive handover when required.
- Performing any other duties reasonably incidental to the office of Principal Officer and agreed with the Board, subject to applicable law and the Fund Rules.
- Perform duties of the Information Officer.
- Monitor, arrange and report on training gaps of Board members

The Principal Officer may not exercise powers reserved for the Board, bind the Fund without proper authority, or allow any stakeholder or service provider to compromise the independence of the statutory office.

4. Required qualifications and experience

- A relevant bachelor's degree or equivalent NQF level 7 qualification in law, finance, accounting, commerce, governance, actuarial science or a related field.
- A relevant postgraduate qualification in retirement funds, pensions law, employee benefits, governance or a related field will be advantageous.
- A Professional Principal Executive Officer certificate will be advantageous
- At least 7 years' relevant experience in the retirement-fund or employee-benefits industry, including substantial senior-level governance, Principal Officer, consulting, legal, compliance, administration or comparable oversight experience.
- Demonstrated knowledge of the statutory duties and responsibilities of a Principal Officer and the governance and regulatory environment applicable to South African retirement funds.

5. Required knowledge and competencies

- Strong working knowledge of the Pension Funds Act, Fund governance, regulatory compliance, retirement-fund administration, benefits, investments, risk management and service-provider oversight.
- Ability to interpret legal and regulatory requirements and translate them into practical, proportionate and timeous action for the Board.
- Sound understanding of contemporary retirement-fund governance, conduct and member-outcome expectations, information governance, cybersecurity and operational resilience.
- Strong analytical, strategic, report-writing, presentation and meeting-management skills.
- Demonstrated ability to engage constructively and independently with Board members, regulators, the employer, members and professional service providers.
- High ethical standards, professional courage, sound judgement, discretion and the ability to identify, disclose and manage conflicts of interest.
- Sufficient capacity, availability and administrative support to discharge the responsibilities of the office properly and timeously.
- Understanding Cyber Security and Cyber Resilience.
- Demonstrate experience and knowledge relating to Pension Funds Act, Conduct Standards, Two-Pot Retirement system, King V governance principles and Retirement Fund governance and best practice.

6. Eligibility and independence

The applicant must:

- be a natural person eligible for appointment under section 8 of the Pension Funds Act and resident in the Republic of South Africa;
- satisfy the applicable fitness, propriety, competence and public-interest requirements and complete the Fund's and FSCA's appointment processes;
- disclose all current Principal Officer, trustee, consulting and other material appointments, together with sufficient information to demonstrate capacity;
- disclose all actual, potential or perceived conflicts of interest involving the Fund, the employer and the Fund's service providers;
- disclose the number of current Principal Officer appointment;
- demonstrate independence from the Fund's administrator, investment consultant, asset managers, insurers, auditors and other material service providers.
- have no undisclosed regulatory, disciplinary, criminal, civil, insolvency or other matter that may affect suitability for appointment.

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7. Proposal requirements

Applicants must submit a concise proposal containing:

- a covering letter explaining suitability and availability;
- a detailed curriculum vitae;
- certified copies of identity and relevant qualifications;
- details of professional memberships and relevant training;
- a schedule of comparable Principal Officer, governance or senior retirement-fund experience;
- details of all current material mandates and declared conflicts of interest;
- three contactable professional references, preferably including a current or former Board Chairperson; and
- a clear fee proposal, including the proposed monthly retainer or hourly rate, VAT status, annual escalation, travel and any other charges.

8. Selection process

The Fund will assess proposals with reference to the applicant's qualifications, relevant experience, statutory and technical competence, governance and regulatory knowledge, independence, integrity, capacity, communication ability, references and proposed fees. The Fund may verify any information submitted and may undertake appropriate background, qualification, regulatory, reference and conflict-of-interest checks with the applicant's consent.

Only shortlisted applicants will be invited to participate in the next stage of the process. The Fund may require shortlisted applicants to attend an interview, make a presentation, complete an assessment or provide further information. The nature and content of that stage will be communicated directly to shortlisted applicants and do not form part of this public RFP.

Appointment will be subject to a formal Board resolution, satisfactory due diligence, agreement on contractual terms and completion of the applicable FSCA process.

9. Fee proposal

Fee component	Applicant's proposal
Proposed monthly retainer or hourly rate	R_____
Services included in the proposed fee	_____
Additional or exceptional work rate	R_____
Travel and disbursements	_____
Annual fee escalation	_____
VAT status	Registered / Not registered

No additional fee or expense may be incurred without prior written approval in accordance with the Fund's authority framework.

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10. Submission instructions

Applications must be submitted electronically by no later than 17h00 on 5 December 2026 to thandi@mufaro.co.za and thabiso@mufaro.co.za. The email subject line should read: “SACAA Provident Fund Principal Officer RFP – [Applicant’s full name]”.

The Fund may reject late, incomplete, misleading or non-responsive applications in accordance with the approved procurement process. Applicants are responsible for all costs incurred in preparing their submissions.

11. General conditions

- The Fund is not obliged to accept the lowest-priced or any proposal and reserves the right to cancel, suspend, amend or reissue the process, subject to fairness and its governance requirements.
- The Fund may request clarification, supporting evidence or confirmation of information submitted, provided that no applicant may materially rewrite a proposal after closing.
- Information provided by the Fund must be treated as confidential and used only for purposes of this RFP.
- The successful applicant will be required to enter into a written agreement incorporating the accepted proposal, agreed performance standards and the statutory responsibilities of the office.
- The statutory appointment is personal and may not be ceded, assigned or subcontracted.

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ANNEXURE A – APPLICANT DECLARATION

I, the undersigned, certify that the information contained in my proposal is true, complete and not misleading. I understand that the appointment is personal and subject to the requirements of the Fund, its Rules, applicable law and the FSCA process.

Applicant information	Response
Full name	_____
Identity / passport number	_____
Residential address	_____
Email address	_____
Contact number	_____
Highest relevant qualification	_____
Current Principal Officer / trustee mandates	_____
Other material professional mandates	_____
Actual, potential or perceived conflicts	_____
Regulatory, disciplinary, criminal, civil or insolvency matters	_____
Professional indemnity cover	_____
Proposal validity confirmed	Yes / No
Signature	_____
Date	_____

Declaration and consent

- I consent to the Fund verifying my identity, qualifications, professional memberships, references and relevant regulatory or disciplinary history, subject to applicable law.
- I undertake to disclose promptly any change that may affect my eligibility, independence, capacity or suitability before completion of the appointment process.
- I confirm that I have disclosed all information that a reasonable Board would regard as relevant when considering my appointment as Principal Officer.

Signed at _____ on this _____ day of _____ 2026.

Applicant signature: _____

— END OF REQUEST FOR PROPOSAL —

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