

PRINCIPAL OFFICER

JOB INFORMATION

Job Title	Principal Officer	Location	Remote within South Africa (travel required to Mondi, Mpact and Administrator sites within South Africa)
		Reports to	Board of Trustees

About the role:

The Mondi Mpact Group Fund are seeking a highly competent and ethical Principal Officer to oversee the governance, compliance, and operational integrity of our retirement fund. This is a role, requiring a dynamic individual with deep industry knowledge, strong leadership, and a commitment to fiduciary excellence. The incumbent will be required to ensure the fund operates within the relevant legal and governance frameworks as set out by amongst others, the Pension Funds Act and the Financial Sector Conduct Authority (FSCA).

Key Responsibilities:

- Act as the official liaison between the fund and the Financial Sector Conduct Authority (FSCA).
- Ensure full compliance with the Pension Funds Act, fund rules, and other applicable legislation.
- Together with the Fund Administrators, oversee the day-to-day operations of the fund, including administration, contributions and benefit payments.
- Prepare annual budget and monitor performance against budget.
- Prepare annual calendar and arrange meetings of the board of fund and board committees.
- Review meeting packs beforehand and ensure timely distribution.
- Ensure accurate minutes are prepared for all meetings.
- Liaise with external auditors to ensure efficient audit process.
- Support the Board of Trustees in strategic planning, governance, and risk management.
- Advise the Board of fund on industry developments and legislative and regulatory changes.
- Monitor service providers and ensure performance aligns with contractual obligation.
- Report any irregularities or material issues to the FSCA and the Board.
- Maintain accurate records and ensure timely submission of statutory returns and reports.
- Promote ethical conduct and ensure the fund operates in the best interests of its members.
- Compile, organize and present annual road shows to members.
- Act as the Information Office for the Fund, in terms of POPIA and the Promotion to Access to Information Act (PAIA).
- Prepare communication with members.
- Support ad-hoc projects as required; and
- Perform ad hoc duties as and when required.

REQUIREMENTS

Minimum Qualifications and Experience:

- Hold a Professional Principal Executive Officer certificate through BATSETA (SAQA ID 93602), or equivalent qualification.
- Minimum of five years of experience as a Trustee, Principal Officer or Deputy Principal Officer of a registered Retirement Fund in South Africa, with similar size and complexity of the MMGF.
- Minimum of five years of experience evaluating death claims in terms of section 37C of the Pensions Fund Act.

- Minimum of ten years previous experience, in combination, in either Human Resources, Finance, Legal, Commerce or Payroll.

Job Requirements:

- Must be a legal resident of South Africa.
- Must be fit and proper to hold office in terms of Section 8 of the Pensions Funds Act.

Behavioral Competencies:

- Strong analytical skills
- Deadline driven
- Excellent communication skills (written and verbal)
- Interpersonal skills
- Ability to multi-task yet still pay attention to details
- Excellent time management
- Emotional resilience
- Planning and Organizing
- Flexibility
- Deadline driven

APPLICATION DETAILS

Closing Date: 31 January 2026

Contact Details

e-mail: monyavz@robsav.co.za

Required Information

Concise Ciruculam Vitae

Copies of Qualifications