



VACANY: SECRETARIAT

The Municipal Retirement Organisation (MRO) has a vacancy for the position for an Independent Contractor to provide a Secretariat Service. The suitable candidate must be:

- a clear speaking, mature person with sober habits,
- of high integrity and impeccable trustworthy character,
- good in communication and interpersonal skills,
- excellent in computer programmes like MStTeams, Word, Excel etc,
- a diligent worker,
- in possession of a matriculation certificate; a tertiary qualification relating to the Pension Fund Industry will be advantageous; qualification or professional registration related to secretariat services will be an added advantage.

The duties of the successful candidate will include:

- Compiling the monthly cashflow statement and liaison with auditor to ensure timeous submission of documents for the annual financial statements,
- Attend all meetings either virtual or in-person,
- Draft the agenda and minutes of all meetings,
- Distribute documents to Executive Committee, service providers, members of the MRO,
- Arranging the quarterly Executive Committee Meetings,
- Arranging the Annual General Meeting,
- Arranging workshops,
- Liaise with members of the Executive Committee,
- Liaise with members of the MRO,
- Issue annual invoices for the members of the MRO,
- Correspond with service providers, Executive Committee members and members of the MRO,
- Administrative functions,
- Arrange travel and accommodation for Executive Committee members when required.

As this position is for an independent contractor and it is not a full-time responsibility, the successful candidate will not be office bound but operate from his/her own virtual office. The meetings of the Executive Committee are mostly virtual. The individual will report to the Executive Committee of the MRO and work at her/his own pace but must meet all deadlines.

The position is available with effect from 1 November 2026 at an annual salary of R72 000 with annual CPI adjustments, as approved by the Executive Committee. Interested persons are invited to submit a written application together with a comprehensive *curriculum vitae* to Christine.seierlein@mgfund.co.za closing date 31 August 2026.