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|  **VACANCY****PRINCIPLE EXECUTIVE OFFICER, ASSORE PENSION FUND** |
| **OUR PURPOSE:** We create sustainable value for the Assore community by mining and supplying high quality minerals and services and by building on our long-term relationships.**OUR VISION:** To be a global, diversified, mining investor, marketer and operator**OUR VALUES:** Trust, Respect, Honesty, Teamwork, Loyalty, Care, Professionalism |
| Assore has a position for a **Principle Executive Officer** on the Assore Pension Fund.**JOB PURPOSE:** The Principal Executive Officer (PEO) will work closely with the Board of Trustees of the Fund to support the Fund’s strategic goals. **MAIN RESPONSIBILITIES:*** Provide operational leadership by ensuring the effective and compliant execution of the Fund’s activities;
* Engagement proactively and timeously with the Chairman and Trustees on the compliance requirements of the Fund;
* Support and safeguard the governance of the Fund by ensuring that policies and procedures remain current with legislation and are reviewed regularly;
* Ensure that the Fund complies with the formal requirements of the law, including directives from the Financial Services Conduct Authority (FSCA), South African Revenue Service (SARS) and any other relevant regulatory authorities;
* Ensure that the rules of the Fund are updated as required by regulatory authorities and/or the Trustees from time to time;
* Ensure that the rules of the Fund are adhered to;
* Prepare, and attend, the Fund’s meetings, as well as any other meetings as required by the Chairman, in accordance with the Fund’s meeting calendar;
* Liaise, on behalf of the Board of the Fund, with service providers and other stakeholders of the Fund including member service orientated matters; and
* Ensure accurate and timeous reporting of the financial and operational affairs of the Fund.

**MAIN RESPONSIBILITIES:****Strategy*** Contribute to the formulation and delivery of the Fund’s strategy.
* Develop and support the delivery of any strategic priorities and plans in alignment with the Fund’s strategy.
* Oversee operational functions, ensuring efficiency, compliance, and alignment with the Fund’s strategic objectives.

**Governance*** Ensure that the Fund develops, approves and maintains all of the policies, mandates and rules required to ensure appropriate governance
* Manage risk and governance processes in line with regulatory and industry standards.
* Review agendas and minutes of meetings and attend all meeting of both the Trustees and the Sub-Committees.

**Compliance*** Monitor compliance with the Pension Funds Act, Regulations/ Conduct Standards and other relevant legislation.
* Advise the Trustees on all compliance matters.

**Operations*** Collaborate with service providers to ensure the delivery of high-quality services to members and stakeholders.
* Act as a liaison with internal and external stakeholders, maintaining strong relationships with members, employers, regulators, and service providers.

**REQUIREMENTS:****Essential*** A relevant postgraduate qualification in finance, business administration, law, or a related field.
* Principal Professional Executive Officer SAQA Qualification
* South African Resident
* Fit and proper, as required by applicable legislation

**Highly Recommended*** Extensive knowledge on governance of Retirement Funds or financial services sector.
* Strong knowledge of Retirement Fund legislation, including the Pension Funds Act.
* Experience in respect of Defined Benefit (DB) Funds, as well as Defined Contribution (DC) Funds.
* Experience in stakeholder engagement and relationship management.
* Strong strategic planning, risk management, and governance expertise.

**PROFESSIONAL EXPERIENCE:*** At least 5 years’ experience as a Principal Officer or PEO in funds of a similar nature, size and complexity (DB and DC).
* Experience in dealing with people in both formal and informal work environments, with the ability to engage collaboratively with staff of the Fund’s Administrator over whom the PEO has no direct authority, to execute tasks and actions assigned to them by the Board and Sub-committees.

**COMPETENCIES REQUIRED:*** Ability to work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions.
* Aptitude in sound decision-making and problem-solving.
* Sound organisational skills and the ability to manage multiple priorities in a fast-paced, high-pressure environment.
* Excellent communication skills, and an ability to engage clearly, timeously and directly with internal and external stakeholders.
* Strong financial and analytical capabilities.
* Commitment to ethical governance and member-centric service.
* Ability to engage with confidence and authority at a strategic level with Senior Executives and Board of Trustees.

Applications for the above vacancy may be submitted to **Jeremy Gill** via email to jeremy@jjgconsulting.co.za. The closing date for applications is **15 July** **2025.** Only shortlisted candidates will receive correspondence relating to their application. Assore is an equal opportunity employer, and due consideration will be taken in terms of the company’s employment equity plan. |