



BULK EXIT SATELLITE OFFICE MANAGER ADVERT

The Municipal Councillors Pension Fund was established on the 1st May 1988 in terms of the Pension Benefits for Local Authorities Act 105, 1987 as the only Fund to service the retirement needs of Municipal Councillors. The Fund is associated with almost all 278 Municipalities in the 9 Provinces of South Africa and enjoys an advantage of being managed by its members elected from among themselves within the 9 Provinces.

The year 2016 is a local government election year and as part of the 2016 exit plan for Councillors, MCPF resolved to establish satellite offices in provinces in order to be accessible to members during the exit period.

MCPF requires the services and skills of qualified individuals for a 6 month fixed term contract within its satellite Provincial offices to manage the Bulk Exit process.

Job description

Purpose of the Job: Reporting to the Project Manager – Bulk Exits, the successful incumbent's responsibility will be to provide an efficient and effective employee benefits management service at the MCPF satellite offices.

The required candidates need to be able to operate at a managerial level with good quality assurance and employee benefit fund sector experience, be somebody who can think out of the box and a problem solver who is figures orientated. The candidate must show good work ethic and be able to adhere to the code of conduct.

Key Performance Areas

- Effective Stakeholder liaison with the MCPF role players at all levels of reporting;
- Verification of exited Councillors by providing their values from Com Pen
- Receive all documents from councillors for validation process prior to exit of members who are not re-elected as Councillors; and process them for head office.
- Verify with the banks if the member has outstanding loans.
- Quality check the documents received using checklist and advise if there is any pending information required
- Capture all received claims on the register daily and send the report to head office daily
- Communicate in writing to member's the importance of ensuring that their tax affairs are in order.
- Utilise Doc-IT system for all received documents, scan, email and courier them to head office.
- Provide feedback to members who make enquiries on the process of their claims.
- Refer any cases that are complicated to resolve immediately to the head office.
- Provide members with progress on the payments through SMS using the SMS portal
- Compile report on handled queries outlining how they were handled.
- Processing of payments through Head Office

Qualifications and Experience

- Pension fund administration qualification
- Marketing and Communication
- Customer service
- Must have Com Pen Administration system experience and knowledge
- Accounting or Maths

Duties and Responsibilities

Skills Required

Technical and behavioural competencies required

- Communication.
- Attention to detail.
- Computer literacy.
- Planning and organizing.
- Report writing.
- Problem solving.
- Team player.
- Stress tolerance.
- Figure Oriented.

Applicants should attach their Curriculum Vitae, relevant qualifications, career history, contactable references and a copy of your Identity document. Applications can be forwarded to employment@mcpf.co.za.

Queries must be sent via email. For further information regarding the post kindly contact Principal Executive Officer, Ms Mildred Mlinjana via employment@mcpf.co.za.

CLOSING DATE: [08 April 2016]

All Interviews will be conducted at the offices of the Municipal Councillors Pension Fund, 4th Floor Marble Towers, 208-212 Jeppe Street Johannesburg; the Fund will pay for travelling costs for candidates who are invited for interview.

NB: Applicants who have not received any correspondence from us within four weeks from the closing date can consider themselves unsuccessful.