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## **MCPF VACANCIES**

**CLOSING DATE: 8 JUNE 2016**

**To apply:**

**Kindly email your CV with relevant qualifications and a copy of your ID to Mildred Mlinjana, PEO of MCPF**

**[Mildred@mcpf.co.za/employment@mcpf.co.za](mailto:Mildred@mcpf.co.za/employment@mcpf.co.za)**

## MCPF VACANCIES

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 Fund is in looking for suitably qualified individuals to join this dynamic organisation in the following positions:

### **STRATEGIC SUPPORT: OFFICE OF THE PEO**

#### **Job description:**

Reporting to the PEO, the Strategic Support Manager: Office of the PEO, manages and oversees operational and strategic support services/programs for the Fund, including coordinating Fund-wide strategic planning and policy/procedure development. Facilitate & coordinate business planning processes in the Fund. Coordinate the administration of multiple strategic projects. Review and ensure accurate completion and timely submission of regulatory, statutory, and other reports as required, with respect to assigned areas of responsibilities. Project Manage the implementation of the Fund's objectives with strategic relevance. Facilitate or manage ad-hoc project teams ensuring that strategic issues are considered by such teams. Manage the budget of the Office of the PEO. Manage excellent relationships with external stakeholders. Ensure compliance to governance processes

#### **Education requirements and experience:**

- A Post-Graduate Qualification Honours or Masters level in Management or related discipline
- A minimum of at least 10 years work experience of which 4 must have been in a role responsible for strategic planning, implementation and or driving strategic programmes
- Experience in the Employee Benefits industry
- Knowledge of financial management & budgeting process
- Sound project management and administration skills
- Coordination, planning & organising skills
- Communication (Verbal and written including report writing and minutes taking)
- Computer Literacy
- An independent, dynamic, motivated self-starter who works well under pressure
- Time Management
- Should be a team player and be able to understand staff at all levels
- Be able to interact with stakeholders at all levels

## **EXECUTIVE PERSONAL ASSISTANT TO THE CEO/PEO**

### **Job description:**

Reporting directly to the PEO, the Executive PA provides executive support in a one-on-one working relationship. The Executive PA serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the PEO. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. Must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### **Education requirements and experience:**

- Secretarial Diploma is required
- Strong work tenure: six to 10 years of experience supporting Executives, preferably in a Corporate environment
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat
- Knowledge of executive level office management.
- Experience with meeting practices and the recording of minutes.
- Ability to work with a diverse group of individuals
- Ability to plan, organize, and prioritize work.
- Willingness to work a flexible schedule to achieve the needs of the Fund.
- Ability to work as a team member.

## **FINANCE MANAGER**

### **Job description:**

Reporting directly to the PEO, the Finance Manager is responsible for directing the Fund in terms of financials, revenue, audit, risk and supply chain management. Responsible to establish, formulate, maintain and monitor accounting policies, practices, procedures, systems for the Fund. Responsible to define, introduce and monitor an efficient and effective system of internal control procedures, methods and systems and related measures exist to protect and conserve assets and resources in order to prevent losses, fraud and irregular, ineffective and uneconomical utilisation of resources. Maintain budgeting systems and processes to ensure that funds are provided and allocated correctly and that effective control measures exist to stay within budgetary limits. Authorise payments, in line with approved policies and SLA. Ensure the management of assets and an accurate asset register. Implement recommendations and resolve audit queries made Internal and External Auditors. Liaise with actuaries, auditors, assets managers and trustees. Prepare annual financial statements. Present investment reports to the Board of Trustees and relevant Board committees. Ensure compliance in terms of the relevant financial, legal, regulatory and statutory aspects of the Fund.

### **Education requirements and experience:**

- B Com (Honours) in Accounting (or Tax, Auditing or Financial Management)
- IISA or Certificate of element of retirement Funds
- Must have at least 8 years' experience in (Fund) accounting with strong accounting knowledge and understanding.
- Excellent inter-personal skills
- Ability to work under pressure and deadline driven
- Project management skills
- Knowledge of the Com\_pen system
- Computer literate (MS Office and Outlook)
- Communication and networking skills
- Attention to detail and a quality orientated
- Outcome orientated

## **BULK EXIT FUND ACCOUNTANT (6 MONTH FIXED TERM CONTRACT)**

### **Job description:**

The core function of this position is to perform fund accounting. Preparation and review of monthly Fund accounts, including journals, trial balance, analysis, recons, balance sheet and income statement.

Prepare monthly internal financial management reports indicating the spending tendencies against budget estimates. Ensure that the system of financial management and internal control established for the Fund is carried out within the area of responsibility. Execute any other financial related functions provided for in the policy and the relevant legislation or as requested or delegated

### **Education requirements and experience:**

- B Com (Honours) in Accounting (or Tax, Auditing or Financial Management)
- Good working knowledge of MS Excel and Word.
- Must have at least 5 years' experience in (Fund) accounting with strong accounting knowledge and understanding.
- IISA or Certificate of element of retirement Funds
- Knowledge of Com\_pen System required

## **ADMINISTRATION DEPARTMENT TEAM LEADER**

### **Job description:**

Team leader to supervise the day-to-day operations of the Fund's Administration team. To assist the Administration Manager in effectively and efficiently managing operational activities, processes and systems and thereby ensuring the smooth running of the Fund administration process.

### **Main Responsibilities**

- Assist the Admin Manager in managing and developing the Administrators
- Monitor statute amendments, regulatory and legislative changes
- Assist admin staff in daily queries
- Continuously assess any risks with current processes and implement controls in order to ensure that the risks do not materialize in losses either financially or reputational
- Continuously evaluate the workflows and ensure these are optimized  
Attend to member queries and requests
- present weekly reports to the Admin Manager
- Ensure that a weekly calendar of critical events for each query is set up (for example closed periods, bulk vesting periods, performance measurement dates etc)
- Ensure that administrators are trained and understand their responsibilities  
Ensure that there is adequate documentation to allow administrators to hand over.
- Become the system super-user in order to assist team members with system queries
- Assist the Admin manager with reconciliation of re-insurance premiums, data revision for valuations, allocation of investment interests, review of cases, monthly accumulations, home loans, trust payments, audit preparation
- Ensure accuracy of data systems

### **Education and Experience**

- Qualification in pension fund administration and/or project management or equivalent
- Knowledge of both theoretical and practical aspects of project management
- Proven experience in people management
- Proficient in Com\_pen

### **Key competencies**

- Strong administrative and organizational skills
- critical thinking and problem solving skills
- Planning and organizing
- Decision-making
- Communication skills
- Influencing and leading
- Delegation
- Team work
- Negotiation
- Conflict management
- Adaptability
- ability to work in a pressurized environment
- Time management skills