

GOVERNMENT EMPLOYEES PENSION FUND

With more than 1.2 million active members and around 550 000 pensioners and beneficiaries as well as assets worth more than R2.3 trillion, the Government Employees Pension Fund is a defined benefit fund that manages pensions and related benefits on behalf of government employees in South Africa. It is the largest pension fund in South Africa and Africa. The GEPP is currently seeking to appoint a suitably qualified individual with the relevant experience to fill the below role within the Office of the Principal Executive Officer, in Centurion.

PERSONAL ASSISTANT - OFFICE OF THE PEO

Purpose of the Role: To provide efficient and professional secretarial and administrative support function to the Office of the PEO

Key Responsibilities:

- Manage the calendars and appointments of the PEO and Business Manager
- Handle emails, screen phone calls, take messages and welcome visitors
- Draft and check documents for accuracy before submission
- Respond to stakeholder queries and support with ad hoc tasks
- Arrange meetings, book venues, order catering and take minutes
- Keep track of office supplies, process invoices and manage expenses
- Maintain filing systems, records, and a contact database
- Coordinate all travel bookings, prepare itineraries and manage travel payments
- Work with service providers to ensure travel and meeting arrangements are in place.

Qualifying requirements:

- National Diploma (NQF Level 6) in Secretarial, Administration, or Management Sciences
- 6 years' experience in a Personal Assistant role for an Executive
- Experience in report writing, report consolidation, minute taking and making local & international travel arrangements
- Proficient in MS office packages
- Understanding of the Government Employee Pension Fund and/or Pension Fund Industry
- Knowledge of operating standard office equipment
- Administrative and clerical procedures.

A competitive, market-related remuneration package will be negotiated with the successful candidate. The GEPP is an equal opportunity employer, committed to employment equity.

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Interested persons are requested to follow the below links and completing an online form.

The following supporting documents will be required: cover letter, detailed CV, recently certified copies of your qualifications and Identity document.

Applications can be directed to
www.affirmativeportfolios.co.za/GEPP

The closing date is: 8 July 2025



GEPP™
your investment. your future