HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

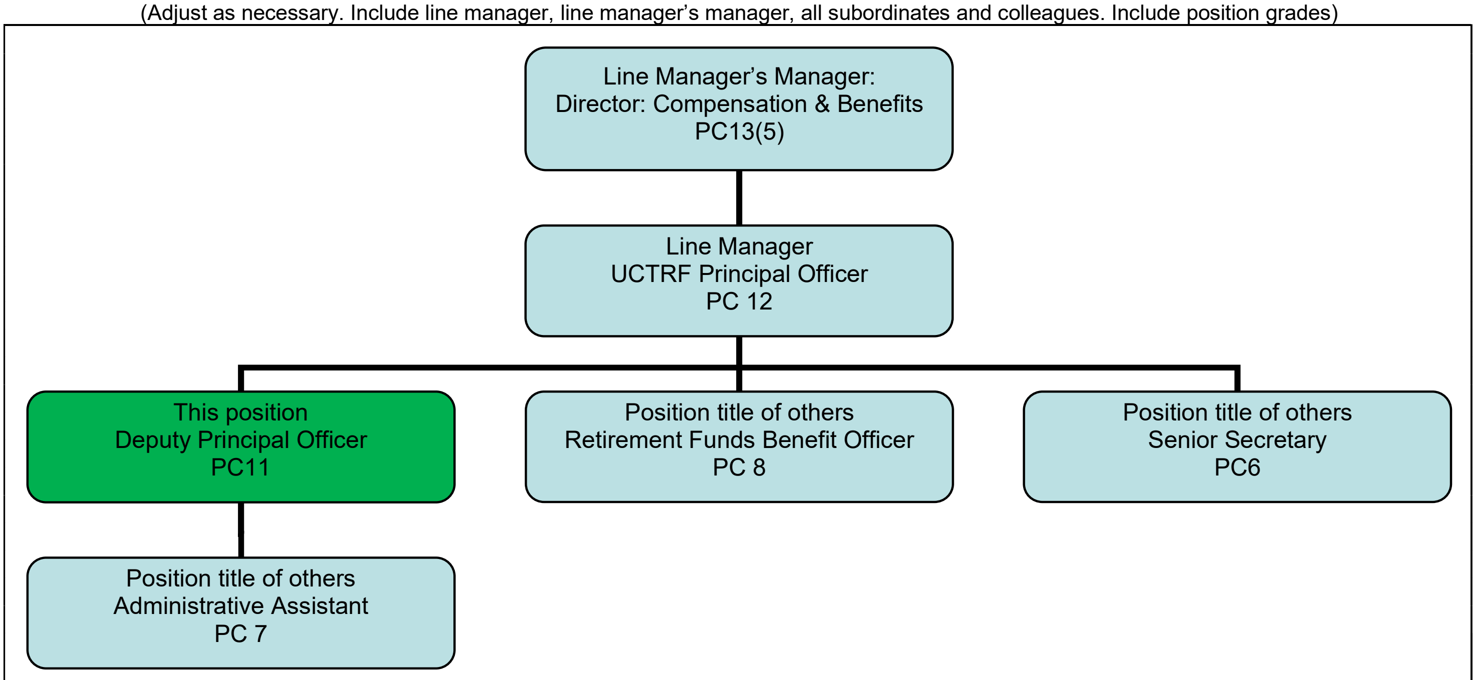
NOTES
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Deputy Principal Officer		
Job title (HR Business Partner to provide)	Deputy Principal Officer		
Position grade (if known)	PC11	Date last graded (if known)	2020
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Human Resources		
Division / section	University of Cape Town Retirement Fund (UCTRF)		
Date of compilation	26/7/2023		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is:

To deputise in the absence of the Principal Officer and to assist the Principal Officer to implement and co-ordinate the administration of UCTRF in terms of the Fund through liaison with the Board and service providers and interaction with members.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
.				Visitors are directed to appropriate staff member in a professional and efficient manner.
1	**STATUTORY DUTIES**	5%		
	• **Deputy Principal Officer Responsibilities**		• Sign fund documents in the absence of the Principal Officer as agreed by the Board. • Complete Directive 5 Annexure B (Annual Declaration by the Deputy Principal Officer) annually and submit to Board for noting.	• Documents are checked and signed timeously in accordance with legislation and the Principal Officer and Board's requirements. • Directive 5B documents are up to date.
	• **Deputy Information Officer Responsibilities**		• Acting as Deputy Information Officer which includes: o the encouragement of compliance, by the fund, with the conditions for the lawful processing of personal information; o assist the Information Officer in dealing with requests made to the fund in terms of POPIA and PAIA; o assist the Information Officer in working with the Information Regulator in relation to investigations conducted in terms of Chapter 6 of POPIA (prior authorisation to process information); o ensuring compliance of the fund with POPIA and PAIA; o any other prescribed responsibilities.	• The UCTRF is compliant with POPIA and PAIA
	• **Trustee Elections (every 4 years)**		• Review programme timelines in consultation with the Principal Officer. • Preparation of all communication for perusal by the Principal Officer. • Liaise with the Communications Service Provider to design member communication. • Ensure that the communication material is distributed timeously via email and SMS; • Communicate with nominees on the fiduciary duties and time requirements relating to being a Trustee; • Facilitate the electronic and manual election process; • Assist with counting votes and ensure that elections are conducted in a fair manner as per the practice note. • Communicate the outcome to members and line managers outlining the time requirements which is signed by the UCTRF Chair and sent by the COO's Office.	• All deliveries are met within the stipulated timelines as set out in Service Level Agreements.

2	**MANAGEMENT OF STAFF** • **Management of direct reports**	5%	• Ensure job descriptions for direct reports are completed and regularly updated. • Take responsibility for performance agreements for direct reports. • Manage remuneration for direct reports. • Manage direct reports training, development, coaching and mentoring. • Manage employment relations (grievance, discipline and conflict resolution) for direct reports. • Manage direct reports' leave. • Ensure that direct reports records are kept up to date.	• All HR functions relating to own staff are carried out timeously and in accordance with UCT HR policy and relevant legislation. 50% • Relevant documentation is correctly completed, signed off and processed. • Updated job descriptions are in place. • Performance contracts for own staff and regular reviews are completed. • Own staff are well trained and equipped to meet the performance standard expected. • Positive working relationships. • Motivated staff.
	• **Management and Training of UCTRF Office Staff**		• Assist Principal Officer in the managing and training of the Retirement Benefits Officer and Senior Secretary. • Assist Principal Officer in monitoring functions of the Retirement Benefits Officer and Senior Secretary. 5%	• Colleagues are equipped with knowledge to complete various tasks of the UCTRF Office.
	• **Monitoring and assessing work volumes**		• Assist Principal Officer in setting up systems to monitor workflow.	• Controls are reviewed regularly for reporting to Principal Officer.
3	**TRUSTEE SERVICES** • **Section 37C – Death Claims Management**	50%	• Attend initial meeting with Family, HR and Admin Assistant. • Ensure Admin Assistant arranges meeting with family/families and provide them with the required documentation for completion. • Ensure Admin Assistant requests and collects documentation from all potential beneficiaries. • Ensure Admin Assistant arranges secondary meeting to discuss the submitted documentation by the potential beneficiaries. • Ensure Admin Assistant arranges requests updated fund values for inclusion in the agenda. • Review all the documentation received and case summary for perusal by the 37C Committee and Board (obtain Board resolution) as prepared by the Admin Assistant. • Review S37C Committee's preliminary decision as drafted by the Admin Assistant and ensure it is sent to the beneficiaries. • Review case summary as drafted by the Admin Assistant before inclusion in the Board meeting/MS Teams poll. • Oversee process for S37C cases for approval on MS Teams poll.	• Death benefits are paid as soon as possible after the event in terms of Section 37C of the Pension Funds Act.

			• Ensure Board resolution is prepared for signature by the Admin Assistant. • Advise beneficiaries of the Board decision and payment methods. • Ensure payment instructions forms are sent to beneficiaries by the Admin Assistant. • Attend meeting with beneficiaries for completion of the payment instructions forms (on request) as arranged by the Admin Assistant. • Ensure complete payment documentation and initial forms are submitted to the Administrators for action.	
	• **Agendas and minutes**		• Check dashboards and calendars for standard items and ensure these are included in the agenda. • Liaise with various service providers for the information and reports. • Prepare draft agenda for approval by the Principal Officer and Chairperson. • Ensure all attachments are received and labelled as per the agenda • Compile and upload e-Agenda on Vula site/MS Teams and send notifications to Trustees and service providers advising them on the availability of the e-Agenda. • Monitor the binding and labelling of the agenda and distribution thereof. • Ensure Senior Secretary receives signed minutes of previous meeting/attendance register to paste in minute book and update on Vula site. • Drafting minutes of S37C and Retirement and Exits Committee and assisting with reviewing all other Board and Committee meeting minutes. • Follow up on action items identified for action by the Principal Officer and/ or as set out in minutes of meetings. • Assist with preparation of Board Resolutions as and when requested by the Principal Officer. • Review Board and Investment Committee draft agenda and dashboard and calendars as drafted by the relevant service providers. • Review Board and Investment Committee draft minutes as drafted by Principal Officer or the relevant service providers. • Update of Investment, S37C and Retirement and Exits Committee spreadsheet for Board agenda items and provide to chairperson of relevant committee for approval.	• All documentation is requested from relevant service providers and processed within the stipulated timeframes • All agenda packs, minutes and resolutions are accurate, of high quality and error free and distributed within timeframes agreed by the Board/Committee. • All items requiring attention following meetings are allocated for action. • Trustees have access to current documents.

	• **Board documents** ○ **Trustee register/Declaration of Interests/ Gift register**		• Ensure that Trustees are reminded to update these on appointment and at each Board meeting and ensure that Admin Assistant keeps the registers up to date.	• Ensure that UCTRF documentation is up to date.
	○ **Appointment and Resignation letters/ Code of Conduct by Trustees**		• Ensure Admin Assistant obtains appointment and resignation letters, code of conduct by trustees and keeps these on file for each Trustee.	• Ensure that UCTRF documentation is up to date.
	• **Annual Benefit Statements**		• Assist members with queries.	• All queries are attended to timeously.
	• **Rebroke exercises**		• Draft and present advertisement, timelines, RFP wording and scoring tool for comment by the Selection Committee via the Vula portal. • Oversee the advertisement publication process done by the Senior Secretary. • Prepare presentation for information session and invite all applicants. • Oversee the submission and uploading of the RFPs by the Senior Secretary. • Ensure that the RFPs are summarised and the document is uploaded onto Vula by the Senior Secretary. • Advise shortlisted service providers and invite for interviews. • Attend interviews with shortlisted service providers. • Ensure that the Selection Committee's recommendation is presented to the Board. • Advise unsuccessful applicants. • Where a new provider is appointed, assist with onboarding them.	• Rebrokes completed within Board's' timeframes.
	• **Triennial review of HR SLA**		• Review HR SLA and, if no longer in line with UCTRF practices, arrange for review with UCTRF Office and HR and other participating employers.	• HR SLA aligns with UCTRF processes and Board's agreement with the employer
	• **Member tracing**		• Liaise with tracing agent/s to trace all deferred pensioners aged 60 and over and phased retirees aged 70 and over that the UCTRF Office have not been able to find, as well as any unclaimed benefits.	• Traces run timeously
	• **Rate review**		• Obtain updated rates from relevant service providers • Provide revised rates and budget to EB Consultants' Actuary and request EB Consultants' Actuary to calculate contribution structure • Check that LWOP members contribution rate	• Board are advised of revised rates timeously so that they can approve these. • Contribution structure updated timeously be SAP/Payroll • Member communication reflects correct rates.

			still adequate per rules to cover risk and admin fees • Advise UCT. • Update induction slide and website with new rates and ensure that UCTRF calculators are updated where appropriate. • Advise SAP/payroll department in HR and Food Services of revised rates and liaise with them to ensure that updates are actioned. • Obtain reconciliation of admin fees charged versus agreed from Administrator and provide to Chairperson.	
	• **Risk Management**		• Ensure that Committees and Board receive necessary documentation(from Risk management policy) to review relevant UCTRF risks.	• Risk review is conducted timeously.
4	**COMMUNICATION & QUERY MANAGEMENT**	25%		
	• **Query Management**		• Respond to and prepare written communication to queries. • Assist colleagues and HR staff with complex queries.	• All queries have been logged, allocated and actioned within agreed timelines.
	• **Member communication** ○ Website ○ Member communication documents ○ Newsletters ○ Member queries ○ Presentations ○ ARP ○ Retirement Seminars ○ Retirees Workshop ○ Living Annuitants Workshop		• Preparation, updating or checking of draft communication as and when requested by the Principal Officer. • Circulate member communication to Communication Committee where required. • Ensure that member communication is distributed to members by Senior Secretary. • Liaise with Sanlam Communications to design and format member communication as and when necessary. • Assist in member communication programs. • Liaise with presenters for various workshops, retirement seminars and ensure presentations are received from them. • Jointly responsible with Principal Officer for presenting benefit information sessions for new staff. • Check Benefit Information Presentation and update with latest risk rates as necessary and ensure that presentation is updated with u to date returns at lease annually. • Presenting and assisting with presentations at all other member communication sessions. • Individual consultation with members of the fund. • Written communication with individual members. • Facilitate the Retirement Seminars, introduction	• All documentation is drafted within the stipulated timeframes and the communication is of a high quality. • Members are advised of their benefits (rules, legislation changes, fund benefits).

			of speakers, announcements etc. • Preparing the Chairperson's presentation material and ARP report for ARP. • Assist in preparation of the Retirement Seminars, and ensure that timelines are kept. • Draft ARP minutes, and circulate for checking a signature. • Liaising with HR to provide the list of retiring members. • Oversee process of providing quotes to retirees and ILLAs, phased retirees, and deferred pensioners over 60 who request quotes. • Preparation of documentation for living and life annuity quotes for all retiring members. • Liaise with Investment Consultants to obtain annual ESG report, forward to Chairperson of the Board or Investment Committee (as may be appropriate) for approval and ensure that this is updated on UCTRF website. • Annually check and update rebroke schedule • Assist team with accuracy of website updates in adherence with the fund rule.	
5	**UCTRF'S OFFICE ADMINISTRATIVE DUTIES** • **Service provider relationship management**	15%	• Communicate with the administrator whenever necessary. • Understand the Service Level agreements and monitor/manage deliveries in line with this agreement as the Principal Officer requires. • Attend monthly administration meetings with Sanlam. • Liaise with Asset Managers and Consultants when required by the Principal Officer.	• UCTRF Office delivers to the administrator and other service providers (and vice versa) as set out in the Service Level Agreements.
	• **Annual Budget**		• Obtain relevant information from service providers and update to be used in budget controls and setting budgets and forward to Principal Officer to update the actuals from the previous year's financials on the actuals spreadsheet.	• Information for Budget updated timeously and accurately.
	• **Housing loans**		• Check housing loan applications that have been processed by the Retirement Benefits Officer. • Check the pre or post inspection checklist as prepared by the Retirement Benefits Officer. • Conduct pre and/or post inspection (2 in every 10 applications per quarter) • Upload inspection checklist with pictures. • Report back to Admin and Rules Committee at quarterly meeting.	• Applications are reviewed before being submitted to the employer for authorization. • Renovations are in line with the quote and that there are no deviations. • Report on all inspections to the Board on a quarterly basis.
	• **Electronic filing**		• Maintain electronic filing system and ensure that	• Electronic files are up to date.

			these files are kept sorted and up to date and that the relevant documents are included (i.e. governance documents).	
	• **Committee and Board dashboards and calendars**		• Overseeing the maintenance dashboard and calendars and ensuring that these are up-to-date on the Vula site.	• Committee and Board dashboards and calendars are up-to-date and accurate.
	• **Vula site**		• Oversee that the relevant documents are uploaded on Vula site.	• Vula site is updated with the latest versions or documents timeously.
	• **Fund investments**		• Monitor the rebalancing of fund assets process and ensure that the necessary processes are followed and signatures received submission to asset consultants and/or asset managers and fund administrator for execution. • Fund asset manager transition: • Complete relevant documentation and arrange signature by the relevant authorised signatories. • asset consultants • Submit these to the relevant managers and ensure that the process is completed.	• Assets are rebalanced timeously. • The transition of assets between asset managers is completed timeously.
	• **Annual submission of FICA documents to investment managers and or custodial/bankers**		• Collect and validate annual FICA documents from Trustees and submit to investment managers and or custodial/bankers.	• FICA documents are submitted to the relevant parties timeously.
	• **Fidelity cover insurance**		• Ensure forms for renewal of fidelity cover are completed • Ensure that fidelity cover insurance is renewed each year. • Ensure that the premium is paid and proof of payment is sent to the broker.	• Board has the relevant insurance cover in place at all times.
	• **Annual Fund Audit**		• Obtain quote and engagement letter from auditor and arrange for signature • Oversee process done by the Admin Assistant in providing fund auditors with: • the latest Trustee register; • rule amendments; • the latest valuation report (after the interim valuation) • the latest Investment Policy Statement; • minutes of the board meetings for the financial years. • Ensure Admin Assistant submits signed financials to FSCA timeously and arranges for these to be uploaded onto UCTRF website.	• Auditor timeously receives the required documentation and information to perform the audit.
	• **Request Medicals for members that are over the free cover limit**		• For UCT separate group life, income continuation and UCTRF death benefit cover is in excess of the medical free cover limit, resulting in a request from	• Ensure members are advised of the free cover limit and oversee that they submit the required medicals.

			the Underwriter to provide proof of insurability; • Receive and forward the request to the affected member; • Submit to the insurer on receipt, or follow up if not received; • Report at quarterly Admin and Rules Committee meeting; • Update member on whether they have received forward cover or not.	
	• **Projection statements**		• Liaise with EB Consultants’ Actuary and Administrator to ensure that the data set is delivered as per the Retirement & Exit Committee’s prescribed assumptions and template. • Sample the data set delivered by the EB Consultants’ Actuary; • Ensure that the data set as merged by the EB Consultants’ Actuary is sent to Administrator for distribution. These are sent via email merge by Sanlam to members and the hard copies are printed and sent as well for members that do not have access to email addresses. • Respond to member queries at retirement seminars and email.	• Ensure projection statements are timeously distributed.

MINIMUM REQUIREMENTS

Minimum qualifications	A Postgraduation qualification and National Certificate for Professional Principal Executive Officer (PPEO).
Minimum experience (type and years)	A minimum of 10 years employee benefits/retirement fund experience working as PO/Deputy PO. Must have experience in Section 37C of the PFA.
Skills	• Honesty, integrity, fit & proper in term of relevant legislation • Ability to maintain effective work outputs under pressure. • Excellent problem solving, strategic and analytical abilities. • Multi-skilled in the legal, financial, investments and governance field. • Excellent communication abilities. • Sound interpersonal and relationship skills; team orientated. • Strong commitment to deliver on UCTRF's strategic objectives. • Passion and commitment in improving member experience. • Ensure the adherence to the Service level Agreement between the Board and the UCTRF to ensure quality service to the members that is aligned with the TCF principles. • Ensure the transparency, integrity and consistency of the UCTRF's processes.
Knowledge	• Sound knowledge of the retirement funds regulatory regimes including Pension Funds Act; • Income Tax Act and other financial services regulations. • Knowledge of retail investment products. • Good Compliance & Regulatory experience.
Professional registration or license requirements	• Fit and Proper as per FSB Directive No 5 or any applicable law. • Professional Designation - Chartered Principal Executive Officer(CPEO).
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	A Postgraduation qualification and National Certificate for Professional Principal Executive Officer (PPEO).

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Planning and organizing / work management	2	Communication (written and verbal)	3
Professional Knowledge and skill	3	Building interpersonal relationships	3
People management	2	Honesty and Integrity	3
Teamwork/Collaboration	3	Stress tolerance/Resilience	3

SCOPE OF RESPONSIBILITY

Functions responsible for	• Deputise in the absence of the Principal Officer and to assist the Principal Officer to implement and co-ordinate the administration of UCTRF in terms of the Fund through liaison with the Board and service providers and interaction with members. • Ensure that Section 37C death benefits are timeously allocated and paid. • Ensure that Committee Agendas are distributed timeously. • Manage direct report (Administrative Assistant). • Assist the Principal Officer in the day-to-day management of the Fund. • Assist the Principal Officer ensuring that all statutory requirements are met. • Assist the Principal Officer ensuring that the UCTRF complies with the law. • Assist the Principal Officer carrying out all the decisions taken by the Trustees.
Amount and kind of supervision received	Reporting line to Principal Officer.
Amount and kind of supervision exercised	Line management of the Administrative Assistant
Decisions which can be made	Decisions pertaining to own key performance areas.
Decisions which must be referred	As delegated by the Board and outside the scope of the role.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff within the HR, Finance Department, Internal Auditors, UCTRF Trustees & Co-opted committee members and UCTRF members.
External to UCT	Beneficiaries of Deceased UCTRF members and UCTRF service providers.