

VACANCY

PRINCIPAL OFFICER: BENCHMARK RETIREMENT FUND

The Benchmark Retirement Fund, a large Namibian umbrella retirement fund, is looking for a qualified and experienced individual to be appointed as Principal Officer of the Fund. The Principal Officer reports to the Board of Trustees of the Benchmark Retirement Fund.

Responsibilities

- Arrange, prepare and attend all meetings of the board as well as sub-committees
- Arrange annual member meeting and regular asset manager feedback sessions
- Prepare and submit rules and rule amendments of the Fund and participating employers
- Prepare and submit relevant reports, including all statutory reports, to NAMFISA and stakeholders
- Liaise, correspond and communicate with members as per the Fund's policies and statutory requirements
- Manage and resolve member complaints
- Maintain and implement various policies and codes of the Fund
- Liaise and correspond with various service providers of the Fund and ensure service delivery in terms of their service level agreements
- Implement changes to the Fund's range of investment portfolios
- Ensure that the risks of the Fund are managed appropriately
- Maintain and strengthen the relationships with all stakeholders of the Fund, and liaise with them
- Adhere to any statutory duties imposed on the Principal Officer by the Pension Funds Act and the Financial Institutions and Markets Act
- Attend relevant industry forums
- Review and approve housing loan applications of members
- Arrange insurance cover for trustees and officers of the Fund
- Assist the Fund to transition to and comply with the newly legislated Financial Institutions and Markets Act

Qualifications and competencies

- Namibian citizen, resident in Namibia
- Fit and proper in the meaning of standard GEN.S.10.2 of the Financial Institutions and Markets Act
- Degree in finance, commerce, investments, law or economics
- Post-graduate or professional qualifications recommended
- At least 10 years' experience in the employee benefits industry
- Ideally prior experience as a principal officer or trustee of a retirement fund
- Good communication skills
- Logical and analytical in problem solving
- The person must be independent of all services providers to the Benchmark Retirement Fund

A detailed list of responsibilities and duties will be shared with short-listed candidates. The successful incumbent will be appointed on a full-time, contract basis, with regular performance reviews being conducted.

Please forward your CV to gpfiefer@rfsol.com.na or deliver it to our offices at the corner of Feld and Newton Streets, Windhoek

The closing date for the application is 31 January 2022. Only short-listed candidates will be contacted.

**Benchmark**
Benchmark Retirement Fund
Efficient. Trusted. Namibian.

Administered by
 Retirement Fund Solutions