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## **JOB ADVERT**

### **LEGAL INTERN x 2**

#### **MAIN PURPOSE OF THE ROLE:**

The Private Security Sector Provident Fund is seeking to appoint two interns who are results-driven, passionate about service delivery, thrive under pressure, respect deadlines and team players with high level of professionalism to deal with Pension Fund Adjudicator complaints.

<b>JOB TITLE:</b>	Legal Intern x 2
<b>FUNCTIONAL AREA:</b>	Junior
<b>REPORTS TO:</b>	Principal Executive Officer

#### **RESPONSIBILITIES**

- Draft and send letters to relevant parties and stakeholders.
- Draft and send reply/follow-up letters to relevant parties and stakeholders.
- Ensure documents are delivered to the correct parties.
- Receive, peruse and process responses and replies from relevant parties and stakeholders as well as saving them on to the portal.
- Engage and Investigate PFA complaints and ensuring that the complaint is concluded timeously and communicating to the members on the outcome.
- Keep record of all files allocated to you.
- Keep and maintain a file with correspondence relating to a complaint including notes on telephone calls, emails, etc.
- Submit weekly and monthly reports to the Principal Officer on claim statuses.

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## **MINIMUM QUALIFICATIONS TO PERFORM ROLE:**

- Tertiary Qualifications • LLB degree
- Practical Legal Training (Added) Advantage

## **KEY COMPETENCIES**

- Computer Literacy (MS Word, Excel, Ms Outlook)
- Communication skills
- Listening skills (verbal and written)
- Self-motivated
- Planning and organising
- Resilience
- Ability to analyse, interpret, solve problems and making of legal arguments to reach a conclusion
- Good writing skills with the ability to express complex concepts
- Ability to make investigative decisions in the resolution of complaints
- Good drafting skills
- Liaise with the Administrator constantly
- Problem solving abilities
- Keeping proper and accurate records
- Delivery and goal driven.

## **IMPORTANT NOTES:**

- The positions are based in Gauteng Province.
- Interested candidates are required to email their curriculum vitae and a covering letter to [applications@psspfund.co.za](mailto:applications@psspfund.co.za), on or before 10 February 2022. Late applications will not be considered. If you do not receive any response within a month of the closing date, please accept that your application has been

unsuccessful. Regret correspondence will only be sent to interviewed candidates.

- By submitting your application to the above email, the candidate is agreeing to PSSPF conducting background and reference checks. The appointment is subject to the outcome of the background checks.

**January 2022**