

# SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

## Retirement fund

### VACANCY FOR AN INDEPENDENT PRINCIPAL EXECUTIVE OFFICER – 3 YEAR PERFORMANCE-BASED ANNUALLY RENEWABLE FIXED TERM CONTRACT

The Sefako Makgatho Health Sciences University Retirement Fund ("SMHSURF") is looking to appoint a competent and self-motivated candidate for the position of Principal Executive Officer.

#### **Fund information**

Assets under Management: R 805 946 362

Membership: 1257

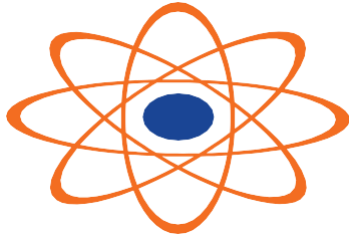
Size of the board of trustees: 20 (Including Alternate Trustees)

Number of Committees: 2

Number of Board Meetings per annum: 4 Board of Trustee Meetings, 2-day Strategy session  
(*Ad-hoc meetings and Committee meetings as required*)

#### **Key focus of the role:**

- To implement risk-based management strategies, provide executive and operational support to the Board, ensure that Board decisions are executed, manage relationships with all major stakeholders in the fund environment (including the regulator,) and oversee the administration and compliance of the fund.
- To ensure that the Fund operates within the legislative framework, the Board operates efficiently and effectively, the governance of the Fund is compliant with all the regulatory and statutory requirements and that treating customers fairly principles are at the center of all decision-making processes.
- Oversee Administration, Compliance, Operations and Risk Management.
- To assist the Board in managing the affairs of the Fund from a strategic, executive, compliance and governance perspective.
- Manage stakeholder relations
- To prepare for meetings, verify minutes and liaise with service providers to ensure action items are implemented.



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- Attend all meetings of the Board and its sub-committees.
- Attend meetings with the Chairperson as required.
- Attend Ad-hoc meetings as required.
- To execute instructions and report on matters relating to the safeguarding, administration and management of the Fund's assets.
- To perform duties as required in terms of the Pension Funds Act.
- To maintain Trustee Training records of the Fund for each Trustee.
- To ensure that all complaints (including those from the Pension Funds Adjudicator) are responded to within reasonable and required timeframes.
- Implement an appropriate communication strategy with Members of the Fund and other stakeholders.
- To perform other duties that will be agreed with the Board during the normal running of the Fund.

### **Requirements**

- The candidate must have a relevant tertiary qualification (Post-graduate or Professional Certifications advantageous (CFP®, MCom. Etc.)
- The candidate must have at least 5 years' relevant experience as a Principal Executive Officer (list references)
- The candidate must meet industry fit and proper requirements
- The candidate must have Industry accreditation and be a member of a relevant professional body
- The candidate must be independent of all service providers to retirement funds
- The candidate must note that this a part time job opportunity and that he/she will be an independent contractor (neither an employee of the fund nor of the employer)
- The candidate must be able to attend meetings at the Sefako Makgatho Health Sciences University' Main Campus in Ga-Rankuwa



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- The candidate must declare all other appointments that will continue should he/she be appointed
- The candidate must provide details of their proposed monthly fees, including all incidental costs (specifically state what costs are excluded)
- Appointment would be subject to the signing of a contract approved by the Board of Trustees
- The candidate is required to ensure a positive outcome in respect of the required skills transfer, in relation to the Fund's institutional memory and transition where applicable
- Appointment is offered on a 3-year fixed term contract, which would be reviewed in terms of an annual performance appraisal by the Board of Trustees
- Applicants must submit:
  - Comprehensive CV
  - Certified ID copy
  - Certified qualifications
  - Motivation letter
  - Minimum 3 references
  - Conflict of interest declaration
  - Proposed fee structure

**Name: Mr Sean Latchman**

**E-Mail: [sean.latchman@liberty.co.za](mailto:sean.latchman@liberty.co.za)**

Only short-listed candidates shall be contacted.

Candidates must be prepared to participate in the governance verification process as prescribed by the Fund.

**Closing Date: 09 March 2026**

If the candidate does not hear from the Fund by **31 March 2026**, then your application was unsuccessful.