



PENSION PATH ADMINISTRATOR (PTY) LTD

VACANCY: EXECUTIVE SECRETARIATE

1. POSITION OVERVIEW

An exciting opportunity exists for a highly professional, organised, and detail-oriented individual to join Pension Path Administrator (Pty) Ltd ("PPA") as an Executive Secretariat.

The successful candidate will provide comprehensive secretariat, governance, administrative support to the Board of Directors ("Board"), executive management, Board sub committees, client board and sub committee meetings and key governance structures. The successful candidate will be responsible for ensuring the efficient administration of meetings, compliance with governance requirements, maintenance of statutory records, coordination of stakeholder engagements while upholding the highest standards of professionalism, confidentiality and corporate governance.

2. KEY RESPONSIBILITIES

- Coordinate and administer Board, Board sub committee client board and sub committee meetings, executive management and stakeholder meetings.
- Prepare and distribute agendas, Board packs, Board sub committee packs, minutes, resolutions and action registers.
- Maintain statutory records, governance documentation and meeting records.
- Monitor action items and ensure timely follow-up and reporting on decisions and resolutions.
- Assist in the administration of governance frameworks, policies, delegations of authority and compliance requirements.
- Liaise with Directors of the Board, client board members such as pension fund trustees, relationship managers such as the Principal Officer of the client pension fund, regulators, service providers of PPA and service providers of clients, auditors, attorneys and other stakeholders.
- Coordinate annual governance calendars and meeting schedules.
- Manage the circulation, filing, and safe retention of confidential governance and corporate records.
- Assist with regulatory submissions, reporting obligations and governance disclosures.
- Draft professional correspondence and reports.
- Support the implementation of governance best practices and compliance initiatives.
- Coordinate Board and client board or client sub committee inductions, governance training sessions, workshops, and strategic planning sessions.
- Provide administrative and secretariat support to executive management as required.

3. QUALIFICATIONS AND EXPERIENCE

- Matric (Grade 12).
- Relevant Diploma or Degree in Corporate Governance, Business Administration, Law, Company Secretarial Practice, Public Administration, or a related field.
- Minimum 10 Years of experience

4. KEY COMPETENCIES

- Exceptional organisational, planning, and administrative abilities.
- Excellent minute-taking and report-writing skills.
- Strong understanding of corporate governance principles.
- High levels of professionalism, discretion, and integrity.
- Outstanding written and verbal communication skills.
- Strong stakeholder engagement and relationship management abilities.
- Excellent attention to detail and accuracy.
- Ability to manage multiple priorities and strict deadlines.
- Strong analytical and problem-solving skills.
- Ability to work independently and proactively.
- Sound judgement and commitment to confidentiality.
- Strong project coordination capabilities.

5. TECHNOLOGY:

- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, and Teams).
- Proficiency in virtual meeting technologies and collaboration tools.
- Sound knowledge of corporate governance principles and secretariat practices.
- Understanding of the Companies Act, King V principles, and related governance frameworks.
- Knowledge of retirement fund legislation and regulatory requirements will be advantageous.
- Familiarity with company board and pension fund board and sub committee administration processes.
- Understanding of regulatory reporting and compliance obligations.

6. REMUNERATION:

- A total cost to company market related salary structure including benefits, is offered

7. TO APPLY:

Applicants who meet the above-mentioned requirements should submit a detailed Curriculum Vitae to careers@pensionpath.co.za by no later than 1 November 2026. Please indicate the position for which you are applying.

Should you not receive a response from us by 30 November 2026, please accept that your application was unsuccessful.

Please note that PPA reserves the right to withdraw or close employment opportunity advertisements on its website at any time.