

## **SOUTH AFRICAN BOARD FOR SHERIFFS**

### **ADMINISTRATIVE CLAIMS ASSISTANT (6 MONTHS)**

**Remuneration: An all-inclusive package of: up to R14 450 per month based on experience.**

The Board seeks to appoint a progressive, service-oriented and results driven individual to provide core administration support to the administrative function of the Fidelity Fund and to manage and monitor the claims submitted against the Fidelity Fund within the SABFS.



### **KEY PERFORMANCE AREAS**

- Responsible for the general administration, analyzing and processing of the fidelity fund historical claims.
- Analyse all claims and report to the Legal Manager on the status of such claims
- Ensuring that all required information has been submitted accurately for claims processing.
- Compile continuous progress and status reports on old and new claims against the Fidelity Fund
- Registering and processing of new claims against the Fidelity Fund
- Provide admin support to the Fidelity Fund Committee and the Chairperson of that Committee.
- Investigating potentially fraudulent claims
- Adhering to legal requirements, regulations and quality standards set by the Board
- Drafting submissions for rejection or approval of claims based on analysis of claims made.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- An understanding of word, excel and basic computer network systems;
- An ability to understand the Sheriffs' Act as well as well as basic legislation governing the profession.
- Good communication skills – verbal, written and telephonic
- Ability to work under pressure and under stressful conditions
- Ability to manage relationships between and within different operational paradigms.
- Willingness to work long hours

### **QUALIFICATIONS & EXPERIENCE**

- Matric + 3 years post qualification in any field
- Admin support experience will be an advantage.
- Excellent written and verbal skills in English

**NOTE:** Communication will be limited to shortlisted candidates. The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

### **APPLICATION PROCESS**

- ❖ Applications should be submitted to [jobs@sheriffs.org.za](mailto:jobs@sheriffs.org.za)
- ❖ Closing date for all applications – Thursday 08 November 2018
- ❖ Full job description from the website from <http://www.sheriffs.org.za/vacancies>.