



**PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY**

**Vacancy: Claims Officer - Head Office**  
**Permanent**

**OVERALL RESPONSIBILITY**

The Claims Officer is responsible for receiving, investigating and facilitating the consideration of claims lodged against the PPRA'S Fidelity Fund in order to have valid claims approved, reduce fraudulent claims against the fund and assist in recoveries

**MINIMUM REQUIREMENTS**

- Bachelor or Laws (LLB) degree.
- Admission as attorney or advocate would be an advantage.
- Minimum 3 years' working experience, in a similar environment.
- A working knowledge and understanding of the legislation governing real estate and insurance law.
- Knowledge of fidelity funds governance, legal principles of insurance law, and claims legislation for the property sector.
- Good knowledge of principles of all aspects of South African civil law and litigation.
- Good background knowledge and understanding of property law and the property industry.
- Ability to understand and implement PPRA policies and procedures effectively.
- Knowledge of Claims investigation and assessment.
- Legal report writing and case presentation.
- Research, presentation, facilitation and organisational skills.

**KEY RESPONSIBILITIES**

- Implement effective and efficient claims administration and processes for PPRA.
- Retrieve complaints documentation from IT systems.
- Assess the nature of the claim for compliance with legislative and legal requirements.
- Investigate claims and probity of evidence.
- Liaise with claimants to assist them to prove their claim against the Fidelity Fund.
- Comply with all claims policies and procedures.
- Engage with the claimants with updates, progress investigation and outcome.
- Liaise with SAPS, court officials, government agencies and banks to obtain information pertaining to claims under investigation, where necessary.
- Present claims for consideration and adjudication to relevant persons / committees.
- Prepare approved claims for submission to finance for processing.
- Prepare claims reports and statistical reports.

**REMUNERATION:**

Market related remuneration will be negotiated with the successful candidate.

**TERM OF APPOINTMENT:**

Permanent.

**HOW TO APPLY:**

- Applications must be submitted in writing and must contain a detailed CV and a motivation for application.
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer.  
The post is open to all without distinction.

**CLOSING DATE: 18 February 2024**

Candidates should communicate their interest to the above position by **18 February 2024** through e-mail to [vacancies@theppra.org.za](mailto:vacancies@theppra.org.za)

Should applicants not receive any correspondence within three weeks after the closing date, they must accept that their applications have not been successful.