

GOVERNMENT EMPLOYEES PENSION FUND (GEPF)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.
- FOR ATTENTION** : Ms AM Mashiane or Ms S Tshiuda
- CLOSING DATE** : 15 March 2010, No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

OTHER POSTS

- POST 08/59** : **MANAGER: QUALITY CONTROL (QC) REF: MQC/2010/03**
Monitoring and Evaluation Section
- SALARY** : R448 521 per annum (annual cost to company)
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant B Degree or National Diploma in field of Quality Control Qualified ISO/TS Auditor Formal training in ISO/TS 16949, VDA 6.3, Formel Q & QSB Formal training or/and 5 years working experience in SPC, FMEA, Control Plans, problem solving techniques A good understanding of Quality Management Standards and Principles for Professional Practice of Quality Control 5-6 years experience in the environment of Quality Control Minimum 6 years in the pension or similar industry, 2 years as a Manager Practical experience in developing and implementing Quality Control procedures Experience and knowledge of principles and processes involved in business and organizational planning. Knowledge on the quality systems for the Retirement Fund Industry or similar on service delivery and internal processes The ability to process high volume transactions as quickly as possible Ability to influence people to gain support for ideas, proposals and projects Solving problems in a logical, systematic and holistic approach Lateral thinker and effective problem solver Highly professional with a high degree of integrity Assertive and excellent communication skills, both verbal and written Ability to work in a high pressure environment Skill in the application of quality methodology and execution of quality procedures in accordance with the approved quality management system The ability to use own initiatives
- DUTIES** : Key Performance Areas: The successful candidate will be responsible for the following: Manage the Quality Control section and ensure the proper management of quality tasks are Professional planned, executed and supervised in accordance with Quality management principles and practices Develop, implement, monitoring quality strategy, action plan and quality applicable control checklist in accordance with best practice in the Pension Fund industry Custodian of and responsible for designing, implementation and Institutionalization of QC policies, guidelines, systems, processes and reporting Develop quality norms and standards and procedures for GEPF Develop quality control integration tools for inertia business of GEPF Ensure GEPF processes and systems are run according to agreed and approved standards and procedures Be actively involved with and direct management for the accurate generation and implementation of control plans, and quality records for services and processes in GEPF Ensure that the quality system and process document are accurate, current and controlled and write comprehensive Quality reports for Management and Board use Develop, implement and maintain a policy in GEPF in accordance with best practice in the Pension Fund industry Build Quality Control capacity in GEPF Ensure GEPF compliance with controls, systems and processes Manage the Quality Control budgets Build relationships with external quality auditors and other assurance providers
- POST 08/60** : **REGIONAL COORDINATOR: MONITORING AND EVALUATION REF 1 POST: RC/M&E/2010/03**
- SALARY** : R448 521 per annum (annual cost to company)

**CENTRE
REQUIREMENTS**

: Pretoria
:
: An appropriate B degree or B-Tech degree and equivalent qualification with at least 2 years monitoring and evaluation experience Formal qualification, relevant experience and Training on Monitoring and Evaluation Practical M&E experience in public service, on job training, pension fund and Donor Agencies Familiarity with M&E systems- some database knowledge a distinct advantage Familiarity with participatory method or approach to development or monitoring and evaluation 4-6 years experience in Monitoring and Evaluation environment Experience and knowledge of principles and processes involved in business and organizational planning coordination and execution At least 4 years relevant experience in serving project/programme teams as a Programme/Project Manager or Specialist/Coordinator Proven ability to implement and apply M&E tools and processes Project Management experience Ability to collaborate with international best practices Demonstrate ability to work in a diverse multicultural environment An extensive technical contribution to a complex monitoring and evaluation framework at organizational and community level People skills

DUTIES

: Key Performance Areas: The successful candidate will be responsible for the following: Co-ordinate the M&E activities in Regional Offices and align to Head Office requirements Assist Regional Offices to monitor and self evaluate their programmes Ensure the capacity is created for M&E data collection and capturing in Regional Offices Liaise with beneficiaries on M&E issues together with the Client Relation Officers Co-ordinate evaluation in the regions Undertake needs analysis for the Regional Offices Facilitate proper planning of programmes and projects to ensure evaluability Assist various GEPF regional offices to establish their logical Frameworks, indicators, baselines, benchmarks, thresholds Assist Regional Offices to perform monitoring, providing monitoring tools and guidance