ANNEXURE D

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

CLOSING DATE: 06 June 2016, 12H00, No late applications will be considered.

NOTE: Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at http://www.gpaa.gov.za. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that don’t meet the above requirements will be deemed as regret. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 20/12: MANAGER: IT AUDIT: INTERNAL AUDIT REF NO: MITA/IA/2016/05-1P/D

SALARY: R612 822 to R721 878 per annum (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s degree in Internal Auditing or BCom Information Systems or, Computer Science or equivalent three year in IT (with at least 360 credits) from an accredited tertiary institution that equals a NQF 7. Post graduate qualification such as the Certified Information Systems Auditor (CISA) will be an advantage. Six years of full-time experience in Information Technology auditing, including three years of supervisory/management or project management experience. Additional professional certifications relating to IT audit domain such as Certified Information Security Manager (CISM) or Certified Information System Security Practitioner (CISSP) will be an advantage. Knowledge of IT Auditing (Expert knowledge in at least 5 areas) – IT Governance, IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements, IT Software Licensing, Application Control Reviews, General Control Reviews, Networking Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security, Information Security and IT Policies and Procedures, IT Project Management, Business Continuity and Disaster Recovery, IT Audit Standards, Information Security and Data Analytics. Knowledge of COSO, COBIT and ITIL internal control framework and other related IT Audit frameworks. Considerable knowledge of the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts, and practices. Possess considerable knowledge of computer technology, computer operations and system security. Considerable knowledge of industry programs, policies, procedures, regulations and laws. Be familiar with IT audit and control objectives and have the ability to analyze their application in the company’s automated systems. Proficient in the use of data extraction and analysis tools. Demonstrated computer skills (Excel, Word, PowerPoint, Access, and ACL). Skills in conducting quality control reviews of audit work products. Skills in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions. Ability to communicate...
derived IT Audit assessment and recommend, establish, modify and/or implement internal controls to mitigate findings. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Considerable skill in negotiating issues and resolving problems. Skill in using computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries and analyses. Knowledge, capabilities and practices associated with computer architectures and computer-based information systems related to business operations and mission support. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Analytical thinking. Display resilience. Display high standards of ethical conduct. Concern for quality and order.

DUTIES:
The key output for this position includes but is not limited to: Business acumen and stakeholder management: Contribute in raising awareness of the Internal Audit Unit with specific emphasis on IT Audit. Manage the Internal Audit activities to achieve the Internal Audit strategic and operational objectives. Liaise and coordinate with internal and external stakeholders (Auditor General, Enterprise Risk Management, Executive and Senior Management of GPAA, AC and FAC) on audit related matters. Establish, influence, build and maintain good relations with internal and external stakeholders. Contribute towards the delivery of any initiatives or recommendations by the Audit Committee. Risk assessment and IT Audit plan: Contribute to the revision of the annual risk assessment which identifies significant IT risks to GPAA. Development of the 3 year rolling audit plan and detailed annual IT audit plan for GPAA. Participate and contribute in the ongoing review and amendment of IT Audit unit’s plans and strategies to ensure alignment with IA strategies. Execute IT audits. Manage and provide expert advice and guidance on IT audits to be conducted by Senior and Junior Specialists – IT Audit. Communicate draft IT audit plan to internal and external stakeholders. IT Assurance and consulting services: Execute and manage all IT audits conducted within GPAA. Ensure that planning for the IT audits is done quarterly in advance and resources are correctly allocated based on skills required and availability. Manage the quality of the following: Notification and engagement letters, audit programs, working papers, draft and final audit reports. Ensure successful delivery of projects via coordination of activities to improve effectiveness, synergy, service, productivity, etc. Conduct final quality assurance of the work performed, audit files and audit reports before submitting to the Senior Manager - IT Audit. Assist in providing feedback and clarification to the client with regards to the IT audit reports Process improvements and research: Continuously seek opportunities to improve current processes that will enhance efficiency. Keep abreast of global trends, new developments in the IT audit environment and emerging technologies by attending conferences, chapter meetings and conducting research to develop a level of expertise commensurate with experts in the IT audit field. Manage a findings register to ensure that corrective action is taken timeously on issues relating to IT Audit risks. Manage a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services. Management reporting: Manage the IT audit reporting processes. Ensure that all IT Audit reports are discussed with all relevant stakeholders within GPAA, and GEPF. Assist with review and quality assurance of the Audit Committee pack deliverables. Ensure that all IT Audit reports meet the relevant auditing standards before submission to Chief Audit Executive, the client and Audit Committee. Management of the operational team: Review and approve training plan for IT audit team, build skills, capacity, processes and technology support to enable the achievement of objectives. Engage staff regularly and manage direct reports to obtain maximum output. Ensure coordination and prioritisation of resources across projects. Ensure the transfer of IT audit skills amongst the teams. Anticipate challenges/issues/problems and develop tactical plans for problem resolution. Draw on own functional, technical and professional knowledge to identify and develop or recommend solutions to defined problems. Management reporting: Establish a culture of excellence through effective implementation of the performance management system. Providing opportunities for Junior and Senior IT Audit Specialists to develop their competencies. Coach the IT Audit team on their performance and professional development when and where required. Reviewing and advising on the training needs after performance
appraisals. Manage career planning and performance management. Manage recognition as well as training and development.

ENQUIRIES:
Ms Mapule Mahlangu 012-399 2639.
FOR ATTENTION:
Ms Mapule Mahlangu – Recruitment
NOTE:
One position as Manager IT Audit exists within Government Pensions Administration Agency. The role will be filled permanently. The purpose of the role is to manage the completion of the IT Audit plan in accordance with the IT audit methodology.

POST 20/13:
MANAGER: EMPLOYEE RELATIONS REF NO: MER/HR/2016/04-1P/D

SALARY:
R812 822 to R721 878 per annum (all-inclusive package)

CENTRE:
Pretoria

REQUIREMENTS:
A relevant 3 years Degree/ National Diploma or equivalent qualification (at least 360 credits) in Human Resource Management/Labour Relations or Employee Relations. Six (6) years experience in Human Resources/ Employee Relations environment of which 3 years supervisory/management experience. Considerable knowledge of the Human Resources and Public Service Legislative framework. Extensive knowledge of Labour Relations Prescripts and legislation. Considerable skill in planning and organizing. Project management skills. Considerable skill in negotiating issues and resolving problems. Skill in using computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries. Effective verbal and written communications skills, including active listening skills and skill in presenting findings and recommendations. Team work: Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Analytical thinking. Good customer relations. Facilitation skills. Presentation skills. Emotional intelligence. Leadership skills.

DUTIES:
The key output for this position includes but is not limited to: Management of employee relations within GPAA. Oversee the management of labour relations processes within the GPAA. Oversee the management of Employee Health and Wellness programmes and response to HIV/AIDS in line with the GPAA’s strategy. Oversee the management of Change Management processes and programmes. Ensure efficient and effective application and utilization of resources within the Unit. Implement effective talent management including acquisition, retention and development of talent. Implement effective management and implementation of Performance Management of all staff reporting to this post. Manage leave and other Human Resources administration requirements within the unit. Build and maintain an effective team to ensure the processing/administering of all functions. Represent the employer at the Departmental Bargaining Chamber (DBC) and National Labour Relations Forum (NLRF). Review and ensure effective workflow and capacity planning. Encourage, reward and propagate a culture of customer focus, empowerment, counter corruption and service delivery. Ensure the effective utilization of technology and technology infrastructure within the functional unit. Oversee the Office financial performance including accurate financial accounting, monitoring and reporting within the office. Provide input into the budget for the unit and monitor budget and present to Senior Manager for approval and review. Ensure successful business transformation. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Create a conducive environment for fair labour relations, change management and employee health and wellness. Keep up to date with industry and specifically international Public Sector developments and make recommendations to the Senior Manager for business transformation opportunities. Oversee successful system and process enhancements, updates and amendments within the unit. Monitor and participate in the implementation of efficiency improvements projects. Ensure effective risk and compliance management. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organization to ensure accurate implementation.
Interpret and implement all organizational circulars, policy and other communications that impact on the operation of the business unit.

ENQUIRIES: Ms Thenjiwe Gasa 012- 319-1304
FOR ATTENTION: Ms Thenjiwe Gasa – Recruitment
NOTE: One position as Manager Employee Relations exists within GPAA. The role will be filled permanently. The purpose of the role is to manage employee relations within GPAA which include Labour Relations, Change Management and Employee Health and Wellness. This position will be filled as a permanent position.

POST 20/14: VETTING SUPERVISOR REF NO: VS/2016/04-1P/D
SALARY: R389 145 to R458 385 per annum, Basic Salary
CENTRE: Pretoria
REQUIREMENTS: Bachelor’s degree in Social Sciences or equivalent tertiary qualification. Four years practical vetting fieldwork of which at least two years should be in a supervisory role. Extensive experience in and knowledge of National Strategic Intelligence Act and MSS. Valid driver’s license. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Knowledge of Project Management. Knowledge of PFMA. Knowledge of Minimum Information Security Standards Act (MISS). Knowledge of Security Systems. Analytical skills, Facilitation/Presentation skills, Problem solving and analysis. Ability to communicate at all levels, Ability to build strong network relationships, Effective planning and organizing skills, Analytical and problem solving skills, Financial management ability, Working independently, Customer relations, Leadership/Supervisory, Computer literacy that include a good working knowledge of Microsoft Office products, Driving, Decision making, Ethical business conduct, Reliable, capable of being entrusted with sensitive information.

DUTIES: The following core areas of responsibility will apply but is not limited to: Ensure the execution of fieldwork investigations within the department. Ensure compliance in terms of legislations, policies, prescripts and procedures of personnel security vetting. Manage and provide a security vetting capacity in accordance with the National Vetting Legislative Framework. Manage and coordinate the execution of security vetting practices in consultation with the Security Agency (SSA). Manage supportive administrative systems, channels and infrastructure to comply with vetting requirements. Ensure effective communication between the GPAA and the State Security Agency (SSA) and other related agencies. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearances. Develop policies, guidelines, norms and standards of vetting as set by SSA within the Department in line with the legislative requirements and assist during the implementation and maintenance thereof. Co-ordinate and prioritize files for vetting and monitor the existing vetting files within the GPAA. Establish and manage the screening process of companies and other service providers as part of the GPAA procurement processes. Submit reports to management and SSA on all vetting files and reports completed on a regular basis. Assist in the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines. Identify and manage the screening of personnel of high security risk. Manage resources, projects and files. Participation in project and task teams dealing with variety of subject areas. Conduct vetting and security related research and development. Implement and manage process within the agency, including the management of files and reports by ensuring quality control and effective workflow of work done by Vetting Officers and report on all work load. Identify skills development needs and provide training and development opportunities for vetting officers. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Monitor the proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development systems within the sub-directorate. Administer performance management and development system within the directorate. Ensure the performance agreements are signed by all the employees in vetting unit. Conduct performance management review. Evaluate performance Implementation of vetting strategy within GPAA. Manage and supervise vetting administration processes. Compile and submit budget inputs for the sub-unit

ENQUIRIES: Ms Mapule Mahlangu 012- 399 2639.
FOR ATTENTION: Ms Mapule Mahlangu – Recruitment
NOTE: One Vetting Supervisor position is currently available at the Government Pensions Administration Agency: Security Services. This position will be filled as a permanent position. The primary goal of the incumbent will be the management and executing of vetting fieldwork investigations within the GPAA.

POST 20/15: ASSISTANT MANAGER: PERFORMANCE AUDIT REF NO: ASM/IA/2016/04-1P/D

SALARY: R311,784 per annum (Basic salary)
CENTRE: Pretoria
REQUIREMENTS: A relevant three-year tertiary qualification (360 credits) with Auditing as a major subject with at least 4 years’ audit experience with two years in Performance audit and supervisory role. Working knowledge and experience in TeamMate and ACL Report writing, Communication and interpersonal skills, Attention to detail Analytical skills, Honesty and integrity, Customer focus, Team player Professionalism and Problem solving skills. Knowledge of Pension Fund Legislation in SA, Knowledge of TeamMate and ACL Knowledge of SA Public Service & Labour legislation including Service Act, LRA, OHS Act, King Report. Knowledge of PFMA and Treasury Regulations


ENQUIRIES: Ms Felicia Mahlaba 012-319-1455
FOR ATTENTION: Ms Felicia Mahlaba – Recruitment

NOTE: One Assistant Manager: Performance Audit position is currently available at the Government Pensions Administration Agency. The purpose of this position is to enhance good corporate governance through a seamless internal audit control mechanisms. This position will be filled as a permanent position.

POST 20/16: INTERNAL AUDITOR REF NO: IAUD/IA/2016/04-1C/D

SALARY: R262,272 per annum plus 37% in lieu of benefits
CENTRE: Pretoria
REQUIREMENTS: A relevant three-year tertiary qualification (360 credits) with Audit as a major subject and at least 3 years’ internal audit experience which should include 1 year internal audit administration experience. Working knowledge and experience in working on TeamMate and ACL Report writing. Communication and interpersonal skills. Attention to detail Analytical skills Honesty and integrity Customer focus Team player Professionalism and Problem solving skills. Knowledge of Pension Fund Legislation in SA, Knowledge of PERSAL, BAS and Logis System. Knowledge of Public Service Regulation Framework Knowledge of TeamMate and ACL


ENQUIRIES: Ms Felicia Mahlaba 012-319-1455
FOR ATTENTION: Ms Felicia Mahlaba – Recruitment

NOTE: One Senior Internal Audit position is currently available at the Government Pensions Administration Agency. This position will be filled as a 24 months contract position.