

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 3 February 2017, 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 (detailed dates of employment and duties performed) 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. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was 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).

MANAGEMENT ECHELON

POST 03/23 : **SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: SNR-M/SCM/2017/01 - 1P**

SALARY : R898 743 to R 1 058 691 per annum (Total annual cost to company)

CENTRE : Pretoria

REQUIREMENTS : A recognized B Degree or equivalent three year qualification (NQF level 7) as recognized by SAQA preferably in Logistics/Supply Chain Management/Finance. A minimum of eight years demonstrated experience in Supply Chain Management of which five years should be at a middle/senior managerial level. Membership of a professional body in the SCM field will be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Extensive and in-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework. Knowledge of the Code of Conduct for Supply Chain Management Practitioners. Strategic decision making skills. Service delivery innovation (Client orientation and customer focus). Contract management. Negotiation skills. Attention to detail. People Management and empowerment. Change Management. Service Excellence. Problem solving analysis. Conflict management skills. High level communication (written and oral) and interpersonal skills. Programme and Project management skills. Respect. Emotional intelligence. Integrity. Excellent leadership and management skills. Demonstrable commitment. Effective computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of BAS and LOGIS and other information management systems.

DUTIES : The key outputs for this position include, but are not limited to: Manage the implementation of the Supply Chain Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new

developments in practices to improve the effectiveness and efficiency of the organization. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Facilitate the procurement of goods and services for the GPAA: Develop and monitor the implementation of supply chain management policy and strategy. Manage the needs analysis and financial planning. Compile bids documents, receiving, registering and opening of proposals. Manage database of service providers. Manage the sourcing of suppliers and analysing quotations. Monitor SCM risks and performance. Monitor contracts and report on supplier's performance. Manage logistics and assets in order to comply with PFMA and supply chain management regulations: Manage stock taking and account management. Manage the rendering of requisition, ordering, receipts and distribution of goods. Manage the rendering of the warehouse management services. Develop and implement asset disposal strategy and processes. Manage the contract management of externally provided services: Review standards and specific T & C's with suppliers. Manage the creation of contracts (SLA's). Manage contract pricing and products. Manage delivery against contracts. People management: Ensure the development and management of staff within the business unit. Implement and maintain a relevant management approach to support effective business results within the business unit. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Directorate. Ensure employment equity compliance. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures.

**ENQUIRIES
APPLICATIONS**

: Ms Thenjiwe Gasa 012 319 1304
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

**FOR ATTENTION
NOTE**

: Ms Thenjiwe Gasa – Recruitment
: One Senior Manager: Supply Chain Management Position is currently available at the Government Pensions Administration Agency: Office of the Chief Executive Officer. This position will be filled permanently. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 03/24

: **SECRETARY: SENIOR MANAGER: INTERNAL AUDIT REF NO:
SEC/IA/2016/11-1P**

**SALARY
CENTRE
REQUIREMENTS**

: R171 069 (basic salary)
: Pretoria
: A relevant three year qualification (Office Administration/Secretarial) coupled with 18 months' office administration/ secretarial experience or Grade 12 with 3 years' experience in the field of office administration/ secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package with experience in word processing, outlook, Power Point and Excel (Which will be assessed if need be). The capacity to manage large volumes of information. The ability to work

independently. Commitment to high standards of quality control. Excellent verbal and written communication skills. Knowledge of client care processes and procedures. Punctual, resilient and honest with a high level of integrity. Ability to work under pressure. Excellent organization skills. Ability to prioritize urgent matters and to deal with very confidential matter. Willingness to work after hours if required.

DUTIES

: The successful candidate will be responsible for the following functions and include, but not limited to: Providing a secretarial support service that includes: Maintaining the Senior Manager's diary, prioritising appointments and managing an electronic document system. Receiving and directing telephonic and electronic calls and messages. Managing and preparing travel and accommodation arrangements. Receiving and acknowledging all correspondence and handling all confidential documents in the office. Preparing reports, submissions and correspondence for the Senior Manager. Preparing presentations. Stakeholder management in the office of the Senior Manager. Providing administrative Support: Organizing the office of the Senior Manager and prioritising work in line with key events. Assisting in improving the office's processes. Coordinating of logistics around functions, conferences, meetings etc. Ensuring that the Senior Manager is fully prepared for meetings. Assisting the Senior Manager with the fulfilment of managerial responsibilities including preparation and quality control of all documents emanating from her office. Upkeep of office - printing and stationary orders and inventory. Arranging and providing refreshments. Maintenance of filing. Support the security profile of the office. Providing effective meeting preparation and minuting, that includes but not limited to: Draft agendas for meetings. Taking of accurate minutes of meetings. Safe-keeping of minutes and distribution. Diarising actionable items. Collating feedback of action items and the distribution thereof.

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**FOR ATTENTION
NOTE**

: Ms Thenjiwe Gasa – Recruitment
: One Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Internal Audit. This position will be filled permanently.