

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr Tumisho Manaka – Recruitment
- CLOSING DATE** : 10 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).

OTHER POST

- POST 04/18** : **MONITORING AND EVALUATION DATA MANAGEMENT ASSISTANT REF NO: M&E/DMA/2016/10 -1C -RA/2017/01**
One contract Monitoring and Evaluation Data Management Assistant position is currently available at the Government Pensions Administration Agency: M&E Section. The position is a 12 months contract.
- SALARY** : R171 069 per annum (Basic Salary) plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate and recognised 3 year qualification in Computer Science/Business Systems (at least 360 credits) with at least 18 months development/programming experience in Oracle with a combination of Data management experience is essential. Experience in Web Development (HTML, CSS, JavaScript, PH, SQL, Dreamweaver, etc.) is essential. Some exposure in Monitoring and Evaluation will be an advantage. Some exposure in statistics will be an advantage. Oracle OBIEE, HTML, JavaScript & CSS, PHP, SQL, SPSS. Microsoft Office 2010 and above. Software development/programming skills. Excellent communications skills, both verbal and written. Problem solving skills. Web Development skills. Quick learner. Attentiveness. Hardworking. Self motivated.
- DUTIES** : The successful candidate will be responsible but not limited for the following functions: Develop, implement and support automated Monitoring & Evaluation systems. Undertake the protocolling of performance indicator. Assist in the development of system user requirements. Assist in the development of system specifications. Write system codes/scripts. Facilitate user testing for the automated system. Provide training on the automated system. Provide system administration support. Perform updates on the automated system. Perform data backups. Perform data migrations. Perform verification on the accuracy of benefits paid. Undertake benefit payment verification on a quarterly basis. Undertake verification of rejection errors on a quarterly basis. Conduct evaluations studies. Develop or facilitate the development of the Terms of Reference (ToR) documents. Develop

and present project concept papers. Undertake data collection. Undertake data analyses. Produce reports including presentations. Present and publish the findings. Provide Data Management Support. Undertake the development and automation of monitoring tools. Undertake the development and automation of evaluation tools.

ENQUIRIES

: Mr Tumisho Manaka Tel no: 012 319 1075