

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE** : 28 July 2017, 12H00 No late applications will be considered.

**NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <http://www.gpaa.gov.za>. (Originally signed). Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and driver's license if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Applications that do not meet the above requirements will be deemed as regret. The candidate must agree to the following: Signing of a Declaration of Secrecy that a thorough reference and Security Clearance check with regard to work performance, SA citizenship, qualifications, criminal and credit record can be done and if it is not positive, the candidate can be asked to leave the service of the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Government Pensions Administration Agency reserves the right not to fill the advertised position. It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. 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 short listed 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.

## OTHER POSTS

**POST 28/17** : **RISK SPECIALIST: IT REF NO: RISK-SP/IT/2017/07-1P**

**SALARY** : R657 558 - R774 576 per annum, total cost to company (all-inclusive package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three (3) year qualification (national diploma/degree at least 360 credits) in Risk Management/Information Technology with a minimum of 6 experience of which 4-5 years is within Risk Management/ IT Audit environment and at least 3 years' experience should be in the capacity as a supervisor/manager. Post graduate qualification will be an advantage. Knowledge of risk management processes, strategies and techniques. Knowledge of PFMA, Treasury Regulations and Pensions Acts. Planning and organizing skills. Coordination skills. Advocate of team work and ability to function independently. Verbal and written communication skills. Ability to multi task. Computer Literacy: Barn Owl, MS Office packages, with experience in word processing, Outlook, PowerPoint and Excel.

**DUTIES** : The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Develop, maintain and communicate the GPAA ICT risk management strategy to maximize awareness and compliance: Develop and implement ICT risk management strategy that meets organisational objectives and aligns with GPAA's overall strategy. Identify and assess ICT related risks in the organization. Measure the effectiveness of risk preventative strategies on an ongoing basis and make recommendations to review and amend the ICT strategy appropriately. Report back to key internal stakeholders at regular intervals to ensure that ICT mitigating actions are implemented. Conduct risk awareness sessions relating to ICT. Have an oversight of ICT Governance Frameworks: Monitor ICT policy compliance. Monitor the adherence of security standards by all stakeholders. Analyze new legislation to determine the impact on IT risk for GPAA. Implementation of Risk Compliance: Implement ICT Risk standards in alliance with all stakeholders (SITA, Service Provider, etc). Advise on ICT security requirement specifications. Monitor the maintenance of security breach records. Monitor ICT security compliance in all areas. Monitor disaster prevention and recovery processes and backup. Provide advise /guidance on all ICT procedures, standards and policies on procurement of ICT equipment. Monitor

all risks related to ICT projects within GPAA. Monitor and evaluate the management and functioning of ICT risk management: Monitor the ICT systems and controls in order to identify potential risks. Evaluate identified ICT risks and escalate the awareness. Engage/Communicate with all stakeholders on a regular basis with regard to identified risks. Advise in key project on ICT risk processes / risk requirements. Provide advise plan, schedule and provide end – user training on Risk Management software. Educate and train risk champions/coordinators and divisions on ICT risk management principles and processes, to enhance the risk management culture in the Department. Update ICT risk registers and submit monthly and quarterly reports to Management and relevant committees.

**ENQUIRIES  
APPLICATIONS**

: Mr Tumisho Manaka Tel no: (012) 319 1075  
 : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

**FOR ATTENTION  
NOTE**

: Mr Tumisho Manaka – Recruitment  
 : One Risk Specialist: Position is currently available at the Government Pensions Administration Agency: Enterprise Risk Management Unit. This position will be filled permanently.

**POST 28/18**

: **MANAGER: INTERNAL COMMUNICATION REF NO: M/IC/2017/07/-1P**

**SALARY  
CENTRE  
REQUIREMENTS**

: R657 558 - R774 576 per annum, total cost to company (all-inclusive package)  
 : Pretoria  
 : Relevant 3 year Bachelor degree or equivalent three year qualification (equivalent to 360 credits) in English or Communication with 6 years' experience in communications environment; of which three (3) years must be in language editing/writing and three (3) years must be in a managerial/supervisory role. Relevant post graduate degree or equivalent qualification in English or Communication will be an advantage. Knowledge of Employee Benefits. Knowledge of GEPF services and products. Knowledge of use of Official Languages Act. Knowledge of Public Service prescripts and legislation. Knowledge of editing. Knowledge of translation practice. Facilitation skills. Excellent writing skills. Communications skills (ability to communicate at all levels). Problem solving. Detail orientation. Ability to build strong network relationships. Work independently. Work within a team. Supervisory skills.

**DUTIES**

: The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Develop and implement an internal communication strategy: In conjunction with the Head of Communications, develop and implement the GPAA's internal communications strategy that meets organizational objectives and aligns with GPAA's overall strategy. Measure the effectiveness of internal communication messages and channels on an ongoing basis and make recommendations to review and amend the strategy appropriately. Report back to the Senior Manager: Marketing and Communications and other key internal stakeholders at regular intervals to ensure that the strategy is fit for purpose. Manage internal communication channels: Manage and monitor GPAA's internal communications programme so that internal stakeholders across the organisation are informed of organisational news, issues and direction. Responsible for managing all internal communications channels, including writing / editing e-newsletter, writing / editing employee magazine and drafting / editing key internal presentations. Play a role in redeveloping and improving the GPAA intranet as a key internal communication tool, working alongside the Digital Communication Manager / Digital Communication Specialist. Management of the GPAA's website. Ensure messages from senior management are properly reflected in communications to internal stakeholders. Editing the language of documents as required by the organisation, with a focus on governance documents such as the Annual Report, Annual Performance Plan and Strategic Plan. Provide translation services for the organisation as required. Ensure that the organisation responds suitably to the Use of Official Languages Act 12 of 2012. Ensure that the quality of documents produced by the organisation is of an acceptable standard. Act as a point of contact and advise on internal communications across the organisation: Be the first point of contact for internal communications enquiries and requests for advice. Proactively seek opportunities to advise on internal communications issues. Position the GPAA as an employer of choice through effective communication and distribution of key messages across all internal channels. Advise and support Head Office and Regional Offices in developing their own internal communications programmes to ensure consistency with the

central of internal communications strategy. Management of employee communications feedback. Advise senior management on sensitive and complex internal communications issues. Manage and develop staff: Set, agree and monitor performance of direct reports, check that this is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms; and Facilitate departmental communication through appropriate structures and systems.

- ENQUIRIES APPLICATIONS** : Ms Thenjiwe Gasa Tel no: (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 position of Manager: Internal Communication at the Marketing and Communication unit is currently available at the Government Pensions Administration Agency (GPAA). The position will be filled as permanent.
- POST 28/19** : **ELECTRONIC INFORMATION SYSTEMS OFFICER: INFORMATION SECURITY REF NO: EISO/IS/2017/07-1P**
- SALARY CENTRE REQUIREMENTS** : R281 481-R331 497 per annum  
 : Pretoria  
 : An appropriate 3 year tertiary qualification in Information Technology or equivalent three year qualification with 3 years proven experience in Information Security management with 1 year in an administrative environment. Sound leadership and supervisory skills will be an added advantage. N+, A+, CCNA, Security +, ITIL Standards and Practices, IT auditing and Assessments will be an added advantage. Valid drivers' license is mandatory, at least one year old (a certified copy must be attached to the application). Knowledge of Minimum Information Security Standards (MISS) Act; GEPF products; Information Security legislations; prescripts and regulations; Client relations management; Programme and project management; Security systems; PFMA, National Archives legislation prescripts and regulations and Document management. Ability to build strong network relationships, must be able to work independently, good Presentation skills, Customer service orientation, ability to work under pressure in a stressful environment, integrity, reliability and honesty, multi focused, analytical thinker, ability to facilitate, good Computer Literacy, self-motivated, good problem solving skills, good organizing and coordinating skills, sound financial management skills and ability to communicate at all levels (written and verbal).
- DUTIES** : The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Implementation of electronic information security systems processes and activities: Develop and implement initiatives to identify electronic communication Security threats, risks and vulnerabilities. Develop appropriate solutions and monitor the successful implementation thereof. Plan and implement initiatives to monitor employee behaviour in terms of compliance to electronic communication. Inform new and current employees on best practice, threats, risks and vulnerabilities relating to electronic information management. Manage activities to evaluate, assess and test the effectiveness of electronic communication initiatives and provide appropriate recommendations. Sensitize the Assistant Manager of Information Security ICT about potential ICT risks and vulnerabilities for dissemination to business. Stay abreast of new and current trends and development in the electronic communication field to efficiently advise the Assistant Manager of Information Security ICT on the implementation of appropriate counter measures. Internal liaison and follow up on the progress of ICT Security operational initiatives and projects. Participate in Sub-Business Unit Planning and reporting initiatives: Participate in operational planning and regularly report about status of operations and projects to ASM Information Security ICT. Participate in the administrative processes of the Division. Assist with strategic and operational planning for the division. Conduct regular feedback and communication with ASM Information Security.
- ENQUIRIES** : Ms Felicia Mahlaba Tel no: (012) 319 1455

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Ms Felicia Mahlaba – Recruitment
- NOTE** : One Electronic Information Systems Officer position is currently available at the Government Pensions Administration Agency: Information Security Division. The incumbent will implement electronic information security systems processes and activities within Information Security. This position will be filled as a permanent position.
- POST 28/20** : **PROCESS FLOW SYSTEM OFFICER: INFORMATION SECURITY REF NO: PFSO/IS/2017/07-1P**
- SALARY** : R281 481-R 331 497 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3 year tertiary qualification in Information Technology or an equivalent 3 year qualification with 3 years proven experience in Information workflow environment or information security process flow with 1 year in an administration environment. Expert understanding of process flow systems. Sound knowledge of information management and electronic records management. Experience in the use of electronic records/ document management system. Comprehension of document classification system and the necessary knowledge to develop, implement and maintain a document classification system. Valid drivers' license is mandatory, at least one year old (a certified copy must be attached to the application). Knowledge of Minimum Information Security Standards (MISS) Act, GEPF products, Information Security legislations, prescripts and regulations, client relations management, programme and project management, Security systems, PFMA, National Archives legislation prescripts and regulations, Protection of Information Act, Promotion of Access to Information Act, Electronic Communications and Transactions Act, Protection of Personal information bill, ISO/IEC 2007:2005 Standards and sound knowledge of the Pension Funds Acts. Ability to communicate at all levels (written & verbal). Ability to build strong network relationships. Must be able to work independently. Self-efficiency. Customer service orientation. Ability to work under pressure in a stressful environment. Integrity, reliability and honesty. Analytical thinker. Multi focus. Ability to facilitate and presentation skills. Good Computer Literacy. Self-motivated. Good problem solving skills. Good organizing and coordinating skills. Basic understanding of financial management principles.
- DUTIES** : The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Develop and implement initiatives regarding effective management of document security: Develop and implement processes to identify document security threats, risks and vulnerabilities and develop and monitor the implementation of appropriate solutions. Plan and implement initiatives to monitor employee behaviour in terms of compliance to document security. Inform new and current employees on best practices, threats, risks and vulnerabilities relating to Document Security and Document Management. Sensitize Assistant Manager: Document Security about potential document management and document security risks and vulnerabilities for dissemination to Information Security Management. Stay abreast of new and current trends and developments in the Document Security fields to efficiently advise the ASM: Document Security on the implementation of appropriate counter measures. Internal liaison and follow up on the progress of Document Security operations initiatives and projects. Develop and implement initiatives relating to effective Document Workflow Systems: Develop and implement processes to identify document security threats, risks and vulnerabilities on Document Workflow systems and develop and monitor the implementation of appropriate solutions. Internal and external liaison regarding effective document management initiatives and systems/strategic networking to facilitate the integration of workflow. Facilitate the development of functions to effectively enhance document security and productivity on document workflow. Participate in Business and Sub Business Unit Planning and reporting initiatives: Participate in operational planning and regularly report about status of operations and projects to ASM: Document Security. Participate in the administrative processes of the division. Assist with strategic and operational planning for the division. Conduct regular feedback and communication with ASM: Document Security.
- ENQUIRIES** : Ms Felicia Mahlaba Tel no: (012) 319 1455

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

**FOR ATTENTION NOTE** : Ms Felicia Mahlaba – Recruitment  
: One Process Flow System Officer Position is currently available at the Government Pensions Administration Agency: Information Security Division. The incumbent will establish and implement information security and process flow initiatives for the GPAA and GEPF environment. This position will be filled as a permanent position.

**POST 28/21** ; **SENIOR ADMINISTRATION OFFICER: INFORMATION SECURITY COMPLIANCE MONITORING REF NO: SAO/IS-CM/2017/07-1P**

**SALARY CENTRE REQUIREMENTS** : R281 481-R331 497 per annum  
: Pretoria  
: An appropriate 3 year tertiary qualification in Information Technology or equivalent three year qualification with 3 years proven experience in Information Security administration. Supervisory experience will be an advantage. Valid drivers' license is mandatory, at least one year old (a certified copy must be attached to the application). Knowledge of Minimum Information Security Standards (MISS) Act, Access to Information Act, GEPF products, proficient knowledge in Policy development, Information Security legislations, prescripts and regulations, Monitoring and Evaluation, Programme and project management, Security systems and PFMA. Ability to communicate at all levels (written & verbal), Ability to build strong network relationships. Must be able to work independently. Self-efficiency. Customer service orientation. Ability to work under pressure in a stressful environment. Integrity, reliability and honesty. Analytical thinker. Multi focus. Ability to facilitate and presentation skills. Good Computer Literacy. Self-motivated. Good problem solving skills. Good organizing and coordinating skills. Basic understanding of financial management principles.

**DUTIES** : The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Monitoring of Information Security Compliance within GPAA and GEPF: Conduct compliance monitoring of systems, processes and personnel to establish the level of compliance to the Information Security initiatives. Coordinate and facilitate training of new and current GPAA and GEPF staff members on possible threats and vulnerabilities. Implement findings as identified by the internal and external auditors. Monitor and revise plans as necessary to ensure data integrity, confidentiality and availability. Submit reports of Information security related breaches, take appropriate actions to mitigate risks, investigate breaches and make recommendations to the management for corrective actions. Evaluate the GPAA and GEPF business unit's operational processes to establish the level for compliance to the Information Security regulations. Review and propose improvements to the existing Information security initiatives e.g. policies, standards. Liaise with other business units to direct compliance issues to appropriate existing channels for investigation and resolution and provide report to the management. Stay abreast of new and current trends and development in the ICT and Document Security fields to efficiently advise the ASM Compliance on the implementation of appropriate counter measures. Participate in Sub-Business Unit Planning and reporting initiatives: Participate in operational planning and regularly report about status of operations and projects to ASM ICT Security or Compliance. Participate in the administrative processes of the Division. Assist with strategic and operational planning for the division. Conduct regular feedback and communication with ASM ICT Security or Compliance.

**ENQUIRIES APPLICATIONS** : Ms Felicia Mahlaba Tel no: (012) 319 1455  
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

**FOR ATTENTION NOTE** : Ms Felicia Mahlaba – Recruitment  
: One Senior Administration Officer – Information Security Compliance Monitoring position is currently available at the Government Pensions Administration Agency: Information Security Division. The incumbent will effectively monitor Information Security Compliance processes and activities within the GPAA and GEPF. This position will be filled as a permanent position.