

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** : Ms Thenjiwe Gasa – Recruitment
- CLOSING DATE** : 11 August 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 POST

- POST 30/14** : **ASSISTANT MANAGER: DIGITAL ENGAGEMENT REF NO: ASD/DC/2017/07-1P**
- SALARY** : R334 545 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized 3 year degree or equivalent three year tertiary qualification in marketing/ design/ copy-writing and/or IT-related (at least 360 credits) with four years solid experience in website management and web development. Knowledge of Apache HTTP Server and/or Internet Information Services (IIS). Proficiency in Adobe Photoshop (CS4/5/6), Dreamweaver (CS4/5/6), InDesign (CS4/5/6), Illustrator (CS4/5/6), WordPress, Expression Engine and Microsoft Office SharePoint Server (MOSS). Familiarity with CSS, HTML, XHTML, JavaScript, PHP, Perl, and SVG. Good understanding of the use of web-based and mobile-based technologies (social media). Excellent concept design ability for websites. Ability to conduct general research and compile online information. Excellent website editing and writing skills. Excellent knowledge of web usability, quality criteria and principals. Previous experience working in a fast paced, multi-level, project based environment with emphasis on timelines and delivery. Attention to detail and quality of work. Positive energy and enthusiasm. Creative "out-of-the-box" thinking. Desire to be part of a team. Excellent communications skills. Excellent time management skills. Effective problem solving skills. Eagerness to stay up-to-date with web development trends. Ability to research information. Good interpersonal skills. Ability to work under pressure and at irregular hours as and when required. Resilient and honest, with a high level of integrity. Ability to prioritize urgent matters and deal with confidential matters. Highly motivated with an eye for detail.

DUTIES

: The successful candidate will be responsible for a wide variety of tasks which includes, but not limited to the following: Strategy and Policy Development: Provide input into, implement and manage the web content communication strategy. Provide input into, implement and manage the GPAA's electronic communication channels. Market GEPF and GPAA's websites to relevant stakeholders. Determine user needs, strategies and goals and develop web pages that meet those needs. Identify other social media platforms that can be used effectively for communication to stakeholders. Publish information on the website. Develop, communicate and update the design, layout and standard requirements for web content. Ensure that policies and documents are uploaded according to brand compliance and are approved through the Branding office. Ensure consistency and strategically aligned content on the websites. Prepare website content by structuring information, creating layout of the web pages and ensuring information and content quality control. Ensure that uploaded content has been edited and approved through the Publications and Content Management office. Proactively update information on web pages by requesting updates/information content owners for outdated pages. User assistance and website availability: Provide advice and technical assistance to web browsers with regards to navigation of GEPF and GPAA's website. Co-ordinate and liaise with IT regarding GEPF and GPAA's website architecture, maintenance and infrastructure required for the web pages. Update maintenance of GEPF and GPAA's website information (archives, backups, etc.). Handle all enquiries pertaining to the GPAA's intranet and GEPF and GPAA's websites. Continuously review web usage and effectiveness to align and enhance it to meet business needs.

ENQUIRIES

: Ms Thenjiwe Gasa Tel no: (012) 319 1304

NOTE

: One position of Assistant Manager: Digital Engagement is currently available at the Government Pensions Administration Agency (GPAA): Marketing and Communication Unit. The position will be filled as permanent