

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE
NOTE

- : 01 September 2017, 12H00 No late applications will be considered.
- : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: 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. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS**POST 33/02**

- : **MANAGER: TRAINING AND DEVELOPMENT REF NO: MTD/HRD/2017/08-1P**

SALARY
CENTRE
REQUIREMENTS

- : R657 558 per annum (all-inclusive package)
- : Pretoria
- : A recognized 3 year tertiary qualification (at least 360 credits) in Human Resource Development or equivalent three year qualification with 6 years' appropriate experience in the training and development environment of which should include a minimum of three years proven management/supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Knowledge of Skills Development Act. Knowledge of Training and Development. Knowledge of PFMA. Knowledge of Finance Management. Ability to build strong network relationships. Teamwork. Analytical skills. Ability to communicate at all levels (verbal and written). Problem solving. Outstanding customer orientation. Project management skills.

DUTIES

: The successful candidate will be responsible for a wide variety of tasks which include, but not limited to the following: Alignment of education, training and development with skills requirements: Oversee the development of training manuals. Ensure compliance with the prescribed ETD standards. Ensure alignment with performance management-related processes. Co-ordinate ETD research at the organizational, sectoral and national levels. Interact with guardian committees to assist in the design and development of integrated learning programmes. Ensure compliance with national training standard of accredited providers. Ensure accreditation of learning programmes and related service providers. Ensure the effective delivery of learning programmes. Engage in the management of the research and development of learning programmes and delivery mechanisms. Ensure the recognition of prior learning and experiential learning. Design, implement and maintain quality assurance systems to evaluate ETD quality and its impact on organizational performance. Develop, implement and maintain Service Level Agreements with line managers and employees. Ensure the certification of successful learners. Facilitate and align training opportunities and individual requirements with bursary opportunities. Ensure that Training and Development practices and outcomes support their intended objectives. Support the promotion of a culture of life-long learning. Ensure implementation of outreach programmes to market programmes and the training opportunities of the department. Manage training budget. Manage, implement and assess the impact of Internships and Learnership programmes: Oversee the compilation of monthly, quarterly and progress reports on Interns and Learners. Ensure alignment with the Workplace Skills Plan regarding Internship and Learnership requirements. Ensure that all obligations are adhered to and make efforts to ensure implementation meets targets. Facilitation of Induction and Re-orientation programme for the GPAA: Oversee the effective management of the induction process. Advise the Department on the best practices regarding Induction/Orientation. Facilitate Induction/Orientation programmes in line with the Department's Directives. Monitor and evaluate the effectiveness of the Induction and Re-orientation programme. Manage the development and implementation of the training strategy, policies and Standard operating Procedure (SOP): Oversee the maintenance of a secure and comprehensive database system relating to education, training and development in the Department. Support the development and implementation of the comprehensive communication and awareness programmes in support of skills development. Evaluate impact of processes and submit related reports as prescribed. Submit consolidated Workplace Skills Plans for the Department. Submit quarterly and annual training reports against the implemented Workplace Skills Plan. Oversee implementation of management development, ABET, artisan training and work integrated learning or experience learning. Component management: Set, agree and monitor performance of direct reports, check that it 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. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

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 or Private Bag X63, Pretoria, 0001.

FOR ATTENTION
NOTE

: Ms Thenjiwe Gasa – Recruitment
: One position of Manager: Training and Development is currently available at the Government Pensions Administration Agency (GPAA): Training and Development Unit. The position will be filled as permanent.

POST 33/03 : **COMMUNICATION OFFICER REF NO: COMOF/2017/08-2P**

SALARY : R281 481 - R331 497 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognized 3 year qualification (degree/national diploma equivalent to 360 credits) in Communication/Public Relations / Marketing / Brand Management coupled with 3 years proven communications planning and implementation experience which should include a combination of: internal and external communications, media relations, government affairs, community relations and event management. Previous experience working in a fast paced, multi-level, project based environment with emphasis on timelines and delivery would be an advantage. Previous working experience with or in a communications/marketing agency environment would be an advantage. Computer literacy that includes a good working knowledge of MS Office (MS Word, Power Point and Excel). Valid driver's license (of at least one year old). The successful incumbent should possess a good understanding of the role of communications, PR and media in organisation. Sound knowledge of branding and marketing. Strong project management skills. Ability to make decisions independently without supervision. Ability to work closely and co-operatively with internal and external stakeholders. Ability to work within an ever-changing environment with flexibility and acceptance. Ability to work in a consultative and collaborative manner. Strong writing ability. Excellent communication skills, both written and verbal. Ability to multitask.

DUTIES : The successful candidate will be responsible for a wide variety of tasks which include, but not limited to the following: Assist in the monitoring of internal communications channels: Provide support to ensure efficiency and effectiveness of internal communications channels. Ensure processes, materials, networks and competencies for effective communication are in place. Communicate and promote internal events. Provide internal communications services: Collect information for surveys on internal communication matters. Foster social engagement within the institution on internal communications. Implement a plan of improving internal communications. Suggest what information should be presented to employees. Ensure that employees are engaged and involved with GPAA initiatives. Support initiatives that support organizational change. Provide administrative support to the internal communications sub-unit. Record all incoming and outgoing correspondence in the sub-unit. Arrangement of meetings and venues. Responsible for stationery and filing for the sub-unit. Receive and record internal communication requests. Send global emails when needed. Compile reports on progress and management.

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

APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria or Private Bag X63, Pretoria, 0001.

FOR ATTENTION : Ms Thenjiwe Gasa – Recruitment

NOTE : Various positions of Communication Officers at the Marketing and Communication unit are currently available at the Government Pensions Administration Agency (GPAA). These positions will be filled as permanent.