

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 08 September 2017, 12H00 No late applications will be considered.

NOTE : 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-employment 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 DPSSA. 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 34/08 : **ASSISTANT MANAGER: FRAUD PREVENTION REF NO: AMFP/2017/08-1P**

SALARY : R334 545 to R394 065 per annum

CENTRE : Pretoria

REQUIREMENTS : A relevant three year B degree/national diploma or equivalent three year qualification (minimum 360 credits) in Forensics/Risk Management/Law/Commerce with 4 years' experience which include the following: Two years in fraud prevention/ awareness and/or risk and two years investigation experience in a related field or environment. Preference will be given to applicants whose exposure in fraud awareness are within a pension fund/financial services environment. Studying towards a Certification as a Certified Fraud Examiner will be an advantage. A driver's license. Computer literacy that include a good working knowledge of Microsoft Office products. Excellent knowledge of applicable legislation in the field of fraud prevention. Extensive understanding of fraud, corruption risks and effective risk management techniques, forensic audit practices. Knowledge of professional standards of the Association of Certified Fraud Examiners. Knowledge of modern principles, comprehensive practices, procedures, instruments and methods used in fraud prevention. Knowledge and exposure of applicable legislation, policies and procedures with regard to pension administration and PFMA, Treasury Regulations, Supply Chain Management Policies and Public Service Regulatory Framework. Knowledge of criminal

prosecution and associated evidentiary laws. Knowledge of prevention/audit tools, techniques, methodologies and approaches. Ability to recognize subtle signs of fraud and raise awareness on the prevention controls to mitigate risks. Excellent communication skills both written and verbal. Strong presentation skills. Ability to multi-task. Analytical thinking. Fraud/corruption risk assessment & management. Ability to conduct research. Conceptualization and fraud risk consulting experience. Ability to prepare and present accurate and complete factual information pertaining to fraud prevention. Excellent organizational and planning skills. Problem solving and decision making. Proven technical report writing skills. Reliable, capable of being entrusted with sensitive information. Ethical business conduct. Supervisory skills and project management skills.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Support in reporting, communicating fraud information and promote an anti-fraud culture: Assist in implementing the fraud prevention plan of the department. Promote and implement the whistle blowing policy of the department. Conduct and planning for the Risk and Fraud Awareness Campaign for the department. Analyse the impact of fraud and assist in making recommendations. Assist in communicating threats in the appropriate forums. Promote fraud awareness campaigns to relevant stakeholders and ensure compliance. Implement the fraud prevention strategy: Conduct fraud Risk assessment. Support the development and maintain fraud statistic reports. Assist in monitoring the control measures implemented. Maintain the Fraud Risk register. Maintain fraud hotline queries, calls and assist in resolving escalated queries. Support in developing fraud prevention policy and strategy: Assist in developing required fraud prevention policies and procedures in line with Risk Management and Fraud prevention policy. Assist in developing action plans and mitigation plans related to fraud. Maintain fraud prevention in the Department: Assist in implementing the fraud prevention plan and fraud detection strategy. Assist in ensuring that controls are reviewed to avoid recurrence of fraud and corruption. Support in monitoring control improvement to prevent and minimize fraud. Evaluate the relevant information received on the system against established criteria. Supervision of staff in Unit: Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Ms Mapule Mahlangu 012 399 2639
APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION : Ms Mapule Mahlangu – Recruitment
NOTE : A position of Assistant Manager: Fraud Prevention is currently available at GPAA and will be filled permanently

POST 34/09 : **SENIOR INTERNAL AUDIT: PERFORMANCE AUDIT REF NO: SIA/PA/2017/08-1P**

SALARY : R281 418 – R331 497 per annum
CENTRE : Pretoria
REQUIREMENTS : A 3 year Diploma/degree in Internal Audit and 3 years' full time experience in internal auditing of which 2 years full time should be in Performance Auditing. Certified Internal Auditor qualification will be an added advantage. Knowledge of Performance Audit methodology and processes. Computer literacy that would include a good working knowledge of Microsoft Office products (MS Word, MS Excel and MS Outlook), Teammate and ACL. Respect. Service Excellence. Integrity. Transparency. Courtesy. Team player. Good communication skills (written and verbal). Financial management. Programme and project management. Emotional Intelligence. Problem solving skills and analysis. Service delivery innovation. Client orientation and customer focus. Interpersonal skills. Change management. Industry knowledge. Knowledge of PFMA. Knowledge of SCM policies and procedures.

DUTIES : The successful candidate will be responsible for providing a Performance Internal Audit service for GPAA that includes but are not limited to the following: Execute audits: Review current systems and processes to assist the Audit Assistant Manager to compile a workable plan for each audit engagement, specifying resource requirements, time frames and priority areas. Obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines. Perform Performance Internal Audits, as allocated, according to plan, meeting specified deadlines. Compile audit findings, collating relevant working papers to

provide evidence to support audit findings. Deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required. Recommend actions emerging from audits - based on schedule of findings collated. Plan the internal audit project: Conduct the preliminary survey. Develop system descriptions. Develop audit programmes. Submit management reports: Provide reported feedback on progress against the approved audit plan to the Internal Audit Manager. Prepare reports on audit findings for submission to Internal Audit Management, flag audit risks and breakdowns in the internal control risk management and governance process environment. Compile an indexed and referenced audit file for audit conducted, according to quality procedure and policy requirements, meeting deadlines for submission. Assist in the preparation of reports for EXCO and the Audit Committee. Provide advice: Keep abreast with global trends and best practice. Review current performance audit systems and processes in order to recommend improvement to enhance effectiveness. Evaluate the application of performance audit control measures. Check the integrity and reliability of financial and/or information on computerized systems, recommending any changes required to the Audit Assistant Manager. Provide input on audits to be conducted and propose solutions for financial and/or technical related problems. Contribute to raising awareness of the Performance Audit by engaging with stakeholders.

ENQUIRIES

: Ms. Mapule Mahlangu Tel no: (012) 399 2639

APPLICATIONS

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

**FOR ATTENTION
NOTE**

: Ms Mapule Mahlangu – Recruitment

: One position of Senior Internal Auditor: Performance Audit is currently available at the Government Pensions Administration Agency. This position will be filled as a permanent position.