

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE
NOTE**

- : 02 October 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-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 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 37/09**

- : **ASSISTANT MANAGER: FRAUD PREVENTION (AMFP/2017/08-1P)**

**SALARY
CENTRE
REQUIREMENTS**

- : R334 545 to R394 065 per annum
- : Pretoria
- : 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. Two years Supervisory experience. 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 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

: Ms Mapule Mahlangu – Recruitment

NOTE

: This is an erratum for post 34/08.

POST 37/10

: **COMMUNICATION OFFICER: EVENTS MANAGEMENT AND BRANDING (Ref: CO/EMB/2017/09-2P)**

SALARY

: R281 418 - R331 497 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A recognized 3 year qualification (degree/national diploma equivalent to 360 credits) in Communications/Public Relations/Event Management/Brand Management coupled with 3 years' proven experience in Event Management/Branding/Communication and Public Relations. Knowledge and understanding of the role of Communications, Brand Management and Publicity in an Organisation. Knowledge of how to manage events or branding agencies. Knowledge of how to coordinate events from start to finish. Knowledge of Brand Management. Knowledge of conceptualizing of campaigns. Strong Event

Management skills. Good report writing skills. Problem solving skills. Planning skills. People skills. Computer literacy skills. Interpersonal skills. Good communication skills. Strong research and analytical skills. Creative and innovative. Meticulous (an eye for detail). Flexibility. Dynamic/energetic personality. Ability to multitask. Organised and professional.

DUTIES

: The successful candidate will be responsible for a wide variety of tasks which include, but not limited to the following: Event Management: Coordinate all logistics for national and regional information sharing sessions for the GPAA; GEPF and National Treasury. Develop specifications for all required services and venue requirements e.g. Catering; Audio visual equipment etc. Coordinate and execute national and regional exhibitions and special events. Develop concept and briefing documents for all events and campaigns. Campaigns publicity: Coordinate publicity for mobile office project. Coordinate publicity for GEPF nationwide roadshow. Develop publicity plans e.g. radio announcements; distribution of leaflets and posters. Monitor and report on effectiveness of publicity. Branding: Coordinate production of a wide range of marketing and branding material in line with the marketing plans. Assist business units to use correct Organisations's templates. Continuously monitor corporate identity applications.

**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
: Various positions of Communication Officers: Events Management and Branding at the Corporate Communication and Marketing unit are currently available at the Government Pensions Administration Agency (GPAA). These positions will be filled as permanent. Please note that this is a replacement advert for post 33/03.