

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- CLOSING DATE** : 06 November 2017, 12H00 No late applications will be considered.
- NOTE** : 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. : One Risk Specialist: Position is currently available at the Government Pensions Administration Agency: Enterprise Risk Management Unit. This position will be filled permanently.

OTHER POST

- POST 43/12** : **RISK SPECIALIST: IT (RISK-SP/IT/2017/07-1P)**
- SALARY** : R 657 558 - R774 576 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. Analyse 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** : Mr Tumisho Manaka 012 319 1075
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr Tumisho Manaka – Recruitment