

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- 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** : Mr Felicia Mahlaba – Recruitment
- CLOSING DATE** : 24 November 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 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 POST

- POST 45/25** : **PAYROLL SENIOR STATE ACCOUNTANT (REF: PAY-SSA/2017/11-1P/DPSA)**
- SALARY** : R281 418 – R331 497 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An applicable 3 year B Degree or equivalent three year qualification (in the Finance field 360 credits) with 3 years' experience in debt recovery and Payroll of which one year should be in a supervisory role or Grade 12 with 6 years debt recovery and Payroll experience of which one year should be in a supervisory role (A relevant Diploma related to Payroll would serve as an advantage). Knowledge of PAYE. Knowledge of Government Financial and Payroll Systems: ACCPAC - AR/PERSAL. Knowledge of Treasury Regulations, DPSA directives and

resolutions. Knowledge of relevant legislation that governs payroll. Knowledge of Government Departments' Chart of Accounts. Knowledge of project management skills. Must be able to work in a team. Ability to work with numerical material with speed and precision. Ability to communicate at all levels (written and verbal). Initiative and self-determined. Manage conflict and resolving problems. Result and quality orientated. Good leadership skills. Attention to detail. Passion for customer focus

DUTIES

: The successful candidate will be responsible for providing comprehensive payroll services including debt recovery to all GPAA employees and stakeholders. Duties will include, but not limited to the following: Approve payments of allowances, benefits, third party payments, SMS and MMS arrears payment: Verify supporting documentation. Verify payment amount per allowance. Approve transaction on PERSAL in line with SOPs, legislation, policies, official rates and salary notches. Verify payments and approve memo for payments on the financial systems. Verify package structure and start date. Verify and approve arrears according to allowances and contributions. Monitor the processing of debts: Review the acknowledgement of debt form. Review debt created on financial system. Ensure follow-ups on and recover debt. Review the calculation and approve interest batch. Check and approve the allocated invoices, receipt, adjustment and credit/debit notes on the system. Check prepared documents for summons to legal section. Write off of irrecoverable and uneconomical debt. Ensure the tracking and tracing of debtors. Create statement, receipts and invoices on the system. Review progress report on status of debt. Review age analysis report for year end on in-service, out of service and third party. Review the salary file and sign-it off. Monitor the process of PAYE (pay as you earn). Approve payments under correct IRP5 code. Prepare monthly EMP201 for submission. Prepare bi-annual and year end EMP501. Approve accumulations on manual payments on the relevant tax year IRP5. Approve the transaction to balance the IRP5 by ensuring that SITE PAYE and total PAYE balance. Approve the correction of the IRP5 start and end date. Approve the recalculation of the IRP5. Approve the refund or recovery of PAYE. Approve the amendments of the tax indicator as recurring or non-recurring. Approve income tax numbers on salary records. Approve the bank account where salaries are deposited, according to the SARS standards. Approve memo for manual SARS payments. Monitor the processing of employer contributions, third party, debtors and departmental deductions: Review the reconciliation of medical arrears. Check and approve the beneficiaries on the garnishee and maintenance. Approve balances on garnishee, administration and maintenance orders. Review calculations on employer contributions on medical aid and GEPF. Approve new membership on trade unions and medical aid. Approve transactions on the system. Approve the termination of deductions on the system. Review and approve calculations and deductions of overpayments, debt and interest. Ensure the Termination of service on payroll transactions: Review the calculations of leave credits and gratuities. Recalculate leave without pay and leave taken in excess. Approve pro-rata service bonus and salaries. Review recalculations of employer and member contribution on GEPF. Review and recall salaries via the Reserve Bank. Approve the processing of partial or full salary reversal. Review calculations of final payments according to exit type and approve payment on the system. Review the calculations of total debt and approve debt advice. Supervision of staff: 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 the work environment or management decisions. Provide general query resolution and other related matters on payroll: Assist with audit queries and reporting relating to payroll. Solving general inquiries. Provide payroll journals to the relevant business unit. Ensure that payroll internal controls are adhered to.

ENQUIRIES
NOTE

: Ms Felicia Mahlaba – 012 319 1455
: One position as Payroll Senior State Accountant exists within Government Pensions Administration Agency. The role will be filled permanently. The purpose of the role is to provide comprehensive payroll services including debt recovery to all GPAA employees and stakeholders.