

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
- CLOSING DATE** : 04 December 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.

MANAGEMENT ECHELON

- POST 46/06** : **BENEFITS ADMINISTRATION EXECUTIVE MANAGER (REF: BAE/2017/11-1P/DPSA)**
- SALARY** : R1 370 973 – R 1 544 406 per annum (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant B Degree/ B Tech qualification (NQF 7) coupled with a post-graduate qualification (NQF 8) as recognized by SAQA in Management/Economics/Finance/Operational Management/ Customer Service or related field. At least 8 to 10 years relevant experience at a Senior Management level. Proven track record as a Programme Head/Business Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of Benefits

administration. Knowledge of Customer relationship management (channel management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Benefits Administration Industry knowledge. Knowledge of Pension Fund Regulations and Rules. Financial Management including budgeting and forecasting. Knowledge of Compliance Management. Strategic capability. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Programme and Project management. Change Management. Knowledge management. Problem solving and analysis skill. Respect. Emotional intelligence. Transparency. Courtesy, Team player and Integrity.

DUTIES

: The key focus of the Benefits Administration Executive Manager (COO) is to oversee the management of benefits administration services for the GPAA. As Benefits Administration Executive Manager (COO), the incumbent must be a dynamic professional with vision and drive to oversee the overall management of benefits administration services for the GPAA. The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Aligns plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organised groups to improve overall the programme's performance. Represent the GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the effective management of customer relationship management services: Direct the management of all client contact and ensure that a good client experience is created. Enhance the management of relationships with GPAA customers and clients in the Regions. Oversee the process to admit, administer and maintain client records: Oversee the end-to-end process of admission and maintenance of client's records. Oversee the end-to-end process of all collection of contribution revenue and monies owed by clients. Oversee the processing and ensure payment of benefits: Oversee the processing, validation and payment of claims. Oversee the management of unclaimed benefits. Oversee the processes of assessing medical applications received: Oversee the review of findings of medical examinations conducted to assess the merits of medical cases received. Oversee the process of deciding whether application should be accepted or rejected based on the results of the physical examination conducted. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Ms Alletah Mashiane Tel No: 012 319 1218
 : Ms Alletah Mashiane – Recruitment
 : One position of Benefits Administration Executive Manager exists within Government Pensions Administration Agency. The role will be filled permanently. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise,

the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

<u>POST 46/07</u>	:	<u>CHIEF FINANCIAL OFFICER (REF: CFO/2017/11-1P)</u>
<u>SALARY</u>	:	R1 370 973 - R1 544 406 per annum (All-Inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant B degree/B Tech (Finance) (NQF 7) coupled with a post-graduate financial qualification (NQF 8) as recognized by SAQA. A CA (SA), CIMA or similar professional qualification will be an advantage. At least 8 to 10 years relevant Financial Management experience at a Senior Management level. Proven track record as a Programme Head/Business Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Strategic capability. Service delivery innovation. Client Orientation and customer focus. Programme and project management. Change management. Benefits administration. Customer relationship management. Relevant legislative requirements and GPAA policies and procedures. Knowledge management. Problem solving and analysis. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player. Customer relationship management (channel management). Industrial Knowledge. Knowledge of Pensions Fund regulations and rules. Change management. Compliance management. Communication. People management and empowerment. Financial management including budgeting and forecasting. Knowledge of Relevant systems.
<u>DUTIES</u>	:	The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organised groups to improve overall the programme's performance. Represent the GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the process of financial and investment management: Establish and promote healthy business processes that ensure efficient and effective service delivery within set expectations and agreed performance standards in the area of accountability and the overall optimisation of the value chain for the Employee Benefits Group. Ensure that the Finance strategy and operating model is adequately budgeted for through the development and implementation of a fit for purpose budget. Ensure effective financial management, control and corporate governance. Act as the custodian for International Financial Reporting Standards (IFRS), governance and risk management. Support the GEPF Board of Trustees and GPAA Executive Authority on Finance matters through participation in the respective audit committees. Prepare and present financial reports required by the Board and respective committees, e.g. Annual Financial Statements, Impairment of investments schedules, MTEF budget, Interim Financial Statements, etc. Prepare and present financial reports for the executive committees and provide the necessary guidance on financial matters to the executives. Oversee the supply

chain management process: Oversee the development of SLA's for various service providers to monitor and report on SLA performance. Oversee all aspects of the procurement function, including tender preparation, evaluation and bid adjudication process. Ensure all relevant Committees (Specification, Evaluation and Adjudication) are in place and effective. Ensure that appropriate procurement processes, policies and procedures are in place to support the acquisition of goods and services. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Ms Mapule Mahlangu Tel No: 012 399 2639
 : Ms Mapule Mahlangu – Recruitment
 : One Chief Financial Officer Position is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/08

: **CORPORATE SERVICE EXECUTIVE MANAGER (REF: CSEM/2017/11-1P/DPSA)**

**SALARY
CENTRE
REQUIREMENTS**

: R1 370 973 – R1 544 406 per annum (all-inclusive package)
 : Pretoria
 : A relevant B Degree/ B Tech qualification (NQF 7) coupled with a post-graduate qualification (NQF 8) as recognized by SAQA. At least 8 to 10 years relevant experience at a Senior Management level in a Corporate Services environment. Proven track record as a Programme Head/Business Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Strategic capability. Service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management. Communication. Knowledge management. Problem solving and analysis. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player. Benefits administration. Customer relationship management (channel management). Relevant legislative requirements and GPAA policies and procedures. Industry knowledge. Financial management including budgeting and forecasting. Pension Fund Regulations and rules. Compliance management and Relevant systems.

DUTIES

: The incumbent will oversee, direct and provide strategic leadership, advisory and support service to the GPAA with regards to corporate services. The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Formulate and oversee the implementation of strategic plans. Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Aligns plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the

operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organised groups to improve overall the programme's performance. Represent the GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the management of Human Capital Management services: Drive the provision of effective Human Capital practices and administration services. Drive the development and maintenance of HCM strategies. Oversee and facilitate Human Capital strategy, organisational effectiveness and wellness initiatives for the organisation. Drive the provision of integrated Human Capital Development initiatives aimed at enhancing individual and organisational performance. Oversee and facilitate the provision of labour relations services. Oversee property services, fleet and travel management, and physical security services: Oversee the provision of office support and maintenance services. Oversee fleet, travel and accommodation requirements of the GPAA. Monitor the provision of security management services. Oversee the development and implementation of risk strategies, anti-fraud and case management services: Oversee the establishment, maintenance of appropriate risk management service within the organisation. Oversee fraud prevention and case management initiatives for the organisation. Oversee the provision of legal services: Drive the provision of sound legal advice and litigation support to the Department. Drive the provision of secretariat services to the Department. Drive the provision of legislative services and contracts management to the Department. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIES
FOR ATTENTION
NOTE**

- : Ms Felicia Mahlaba – Tel No: 012 319 1455
- : Ms Felicia Mahlaba – Recruitment
- : One position of Corporate Service Executive Manager exists within Government Pensions Administration Agency. The role will be filled permanently. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/09

- : **GENERAL MANAGER: OFFICE OF THE CEO AND STRATEGIC SUPPORT (GMCEOSS/2017/11-1P)**

**SALARY
CENTRE
REQUIREMENTS**

- : R1 127 334 to R1 347 879 per annum (all- inclusive package)
- : Pretoria
- : A relevant Bachelor's Degree/B Tech (NQF level 7) as recognized by SAQA. At least five years senior management experience within the relevant field. A minimum of ten years' experience in Corporate Monitoring/Strategy and Policy/Marketing and Communications. Proven track record as a Division Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Strategic capability. Service delivery innovation. Financial management. People management and empowerment. Programme and project management. Change management. Communication. Knowledge management. Problem solving and analysis. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Knowledge of Benefits Administration. Knowledge of relevant legislative requirements and GPAA policies and

procedures. Industry Knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Knowledge of customer relations (channel management).

DUTIES

: The successful candidate will be responsible for a wide variety of tasks which include, but not limited to the following: Ensure the implementation of the Division strategy: Develop, implement and monitor achievement of an effective Business Plan. Ensure the development, implementation and maintenance of Division policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Division. Contribute to the annual strategic plan. Analyze Division trends and prepare management reports. Track new developments in practices to improve the effectiveness and efficiency of the Division. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Ensure the provision of accurate and current advice regarding Division functions to all stakeholders. Ensure analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Ensure quality of service provided to internal and external customers/clients/stakeholders. Represent the Division at all relevant committees and forums. Proactively ensure the identification and mitigation of risks. Ensure the provision of marketing, communication and stakeholder management services: Manage the rendering of media and stakeholder liaison services. Manage the rendering of branding, events and advertising services to the Department. Manage the rendering of effective and efficient internal communication support services to the Department. Manage the rendering of publication services. Ensure and coordinate all monitoring, evaluation and reporting systems in the Department: Manage the development, maintenance and implementation of evaluation guidelines and frameworks. Manage the organisational performance monitoring and reporting for the Department. Coordinate and manage the implementation of integrated Departmental M&E data systems. Ensure the provisioning of strategic planning, research and policy implementation for the Department: Manage and coordinate the implementation of strategy and planning programmes. Coordinate and prepare strategic performance review and reports for the Department. Manage all research and policy development in the Department. Manage all the resources in the Division: Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Division.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Ms Thenjiwe Gasa – Tel No: 012 319 1304
: Ms Thenjiwe Gasa – Recruitment
: One General Manager: Office of the CEO and Strategic Support position is currently available at the Government Pensions Administration Agency. The purpose of the General Manager is to ensure the implementation of strategic support services and management of the CEO's office within the GPAA. This position will be filled as a permanent position. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.