

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001 For Attention: Ms Mapule Mahlangu – Recruitment
- CLOSING DATE** : 12- February 2018, 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 and annual performance agreement and will be required to undergo a security clearance.

OTHER POST

- POST 04/21** : **MANAGER: FUNERAL/ DEATH BENEFIT AND PENSIONER MAINTENANCE**
- SALARY CENTRE** : R657 558 per annum (All-Inclusive package)
: Pretoria Office

REQUIREMENTS

: A Recognized three-year Bachelor's Degree or equivalent three year qualification (360 credits). Six (6) years appropriate proven experience in the field of Retirement Fund or Employee Benefits Administration of which three (3) years was in a managerial role. Excellent knowledge of applicable legislation and familiarity with the various types of death benefits and pensioner maintenance responsibilities administered by GPAA. Computer literacy that includes a good working knowledge of Microsoft Office products and a good understanding of the CIVPEN system. Knowledge of Employee Benefits and applicable legislation within Funeral/Death/Pensioner Maintenance Benefits Section. Commercial awareness. Knowledge of GEPF services and products. Knowledge of Microsoft Office Products. Knowledge of CIVPEN. Knowledge of relevant Legal requirements, particularly BCEA and GPAA policies and procedures, including Public Service Act. Good analytical skills. Strong leadership and managerial skills. Good planning and organizing skills. Decision making and problem solving skills. Good communications skills, both verbal and written. Good interpersonal skills. Ability to establish controls to monitor tasks. Customer orientated. Persuasiveness and flexibility. Ability to take responsibility. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty. Quality and result orientated.

DUTIES

: The successful candidate will be responsible for the management of the Funeral/Death Benefits and Pensioner Maintenance section, which inter alia include, but not limited to the following: Manage the claims process: Oversee the manner in which Funeral/Death Benefits and Pensioner Maintenance are processed, ensuring that they are in compliance with the rules of the relevant funds/schemes. Prepare monthly reports and statistics regarding the performance of the section to management. Provide interpretation and advice on the application of the Rules of applicable Funds. Build a mutually beneficial relationship with all internal and external structures in order to better manage and eliminate unnecessary delays in payment of Funeral/Death benefits and Pensioner Maintenance benefits and ensure positive and sound internal and external client relationships. Support the EB Operations Component and other divisions by providing information / reports and resolving all queries from members and other stakeholders pertaining to Funeral/Death and Pensioner Maintenance Benefits in a timely, complete, professional and accurate manner. Compile various communications to be distributed to internal and external stakeholders from the Funeral/Death Benefits and Pensioner Maintenance area, ensuring accuracy and professionalism of communication. Monitor that exceptions related to the Funeral/Death Benefits and Pensioner Maintenance process are appropriately dealt with; in accordance with the relevant policies and procedures. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Unit Management: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit

ENQUIRIES
NOTE

purposes and action audit issues identified. Implement controls within the section which minimize potential risk to stakeholders.

- : Ms Mapule Mahlangu 012 399 2639
- : One position of Manager: Funeral/ Death Benefits and Pensioner Maintenance is currently available at the Government Pensions Administration Agency. This position will be filled permanently.