

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria
- CLOSING DATE** : 26 February 2018, 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. 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-employments 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.

MANAGEMENT ECHELON

- POST 06/03** : **SENIOR MANAGER: MANAGEMENT INFORMATION SYSTEMS (SMMIS/2018/02-1P)**
- SALARY** : R948 174 per annum to R1 116 918 per annum (all- inclusive package)
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA in Information Systems or related. A minimum of eight years demonstrated experience in Management Information Systems, of which five years should be at a middle / senior managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Computers and Systems: Knowledge of the functionality, capability and application of systems and tools that can be used as enabling technology. Administration and Management: Knowledge of principles and processes involved in

business and organisational planning, coordination and execution. This includes strategic planning, resource allocation, manpower modelling, leadership techniques and production methods. Commercial Awareness: Knowledge about financial and commercial matters. Understands and applies financial and commercial principles. Views issues in terms of costs, profits, markets and added value. Mathematics and/ or statistics: Knowledge of numbers, their operations and interrelationships including arithmetic, algebra, geometry, calculus, financial, statistics and their applications. Accounting: Knowledge of accounting principles and practices and the analysis and reporting of financial data. Clerical: Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles and other office procedures and terminology. Other competencies: Measuring and Managing unit performance. Managing business process. Providing trusteeship and Governance. Understands the EB Industry. Managing the employer supply chain. Setting standards and assuring quality. Operational Excellence. Ability to influence people and events. Planning and Managing resources. Problem solving and analysis. Working towards an integrated service. Embracing continuous improvement.

DUTIES

: The successful candidate will be responsible for supporting the CEO in achieving the GPAA's strategic goals by ensuring the effective and efficient provision of management information for GPAA business units and the customers (GEPF and National Treasury), which inter alia include, but not limited to the following: Lead and guide: Develop, implement and maintain Management Information System policies, procedures, templates, and processes, in accordance with best practice for key MIS processes and areas, to create an enabling environment for acceptable staff performance. Communicate policies, procedures and processes to GPAA staff and management and report on deviations. Assume accountability for all aspects of being a Process Owner for Management Information Systems by setting the desired standards and continuously improving where possible. Develop and implement a team-based approach to formalize team structures, team targets and team rewards across the GPAA. Lead and guide the MIS team, including human resources initiatives, budgeting for staff and resource expenses. Perform and reward: Develop a formal performance agreement for Management Information System staff that is based upon the job profile and development plan to align staff performance with departmental and organisational goals. Ensure that formal staff development / training plans are developed, reviewed and maintained as part of the performance review process, to close gaps in staff competence. Custodianship of databases: Ensure that all data complies with business rules and that rules are applied consistently across all systems and technologies. Confirm data integrity in source systems. Extract, transform and load data from source systems to warehouse format and into various dimensions. Generate Quality information: Establish credible data sources and maintain interfaces with core databases to ensure the integrity of all information generated. Establish an automated information production line and allow for efficient on-line access to all reports and other management information. Design and continuously improve processes focusing on simplification, standardization, quality improvement and cost minimization. Recommend and implement ways of dealing with data gaps and identify and manage initiatives for effective productivity improvements. Generate Executive Information reports, functional reports and trustee reports within the required time frames and make appropriate recommendations from the findings. Analyse and give trends from the information mined from the system and production environment. Generate adhoc reports customized to address the specific needs identified. Publish and present reports to the relevant parties and customers. Provide Business Intelligence: Conduct data mining analysis and develop forecasting models for the organisation. Establish proactive data requirements with departments, analyze trends and prepare reports to provide relevant management information to GPAA management to enable them to take appropriate action when needed. Submit recommendation for business improvement and provision input into the strategic management process. Provide business intelligence to the organisation in order to improve service delivery and serve clients better. Exception Management: Establish a procedure to effectively and efficiently reduce exceptions. Evaluate and utilize appropriate exception

reporting and controls measurements. Industry developments: Track new developments in Management Information System practices to improve the effectiveness and efficiency of the data management function. Monitor changes in Management Information System industry guidelines to make recommendations where GPAA systems and procedures need to be amended.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Ms Thenjiwe Gasu – 012 319 1304
 : Ms Thenjiwe Gasu – Recruitment
 : One Senior Manager: Management Information Systems in the Corporate Monitoring and Evaluation Unit 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.

OTHER POSTS

POST 06/04

: **PERSONAL ASSISTANT: OFFICE OF THE CFO (REF: PA/CFO/2018/02-1P)**

**SALARY
CENTRE
REQUIREMENTS**

: R226 611 per annum (basic salary)
 : Pretoria Office
 : An appropriate and recognised 3 year qualification (Secretarial/Office Management) coupled with 2 years' experience in rendering support services to senior management. Experience in compiling memos and taking minutes. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel. (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Knowledge of Financial Administration (budgeting). Be able to conduct research and analyze documents and situations. Keep abreast with procedures and processes with the office of the CFO. Excellent verbal and written communication skills. Good telephone etiquette. Ability to act with tact and discretion. High level of reliability. Good interpersonal relations Adhering to business ethics. Sound organising skills. Good grooming and presentation skills. Self-management and motivation skills.

DUTIES

: The purpose of the role is to render a secretarial support service to the CFO in GPAA. The successful candidate will be responsible for the following functions, and include but not limited to: Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the CFO. Ensures the safekeeping of all documentation in the office of the CFO in line with relevant legislation and policies. Obtains inputs, collates and compiles reports such as progress reports, monthly reports and management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the CFO. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filing of documents for the CFO where required. Collects, analyses and collates information requested by the CFO. Clarifies instructions and notes on behalf of the CFO. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the CFO. Manages the leave forms, leave register and telephone accounts for the unit. Handles procurement of standard items like stationery, refreshments etc. for the activities of the CFO. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides a secretarial/receptionist support service to the CFO: Receives telephone calls and refers the calls to the correct role players if not meant for the CFO. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the CFO. Utilizes discretion regarding meeting requests to decide whether to accept/decline or refer to other employees based on the assessed importance and urgency of the matter.

Coordinates with and sensitizes/advises the CFO regarding engagements. Compiles realistic schedules of appointments. Provides support to CFO regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the CFO to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players. Follow-up on the progress made. Prepares briefing notes for the CFO as required. Coordinates logistical arrangements for meetings when required. Support the CFO with the administration of the executive CFO's budget. Collects and coordinates all documents that relate to CFO's budget. Assists CFO in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts CFO of possible over and underspending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the CFO and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the CFO of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly: Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Remains abreast with the procedures and processes that apply in the office of the CFO.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Ms Bongwiwe Magidela 012 399 2797.
: Ms Bongwiwe Magidela – Recruitment
: One Personal Assistant position is currently available at the Government Pensions Administration Agency: Office of the Acting CFO. The position is a permanent position.

POST 06/05

: **SECRETARY: SENIOR MANAGER: INTERNAL AUDIT (SEC/IA/2018/02-1P)**

**SALARY
CENTRE
REQUIREMENTS**

: R152 862. per annum (Basic Salary)
: Pretoria Office
: An appropriate 3 year qualification (Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with 2 years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.). Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation skills. Sound organising skills.

DUTIES

: The successful candidate will be responsible for rendering a secretarial support service to the Senior Manager Internal Audit, which inter alia include, but not limited to the following: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from activities of the work of the manager. Records basic minutes for the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of the documents for the manager and the unit where required. Administers matters like leave forms, leave registers and telephone accounts. Handles the procurement of standard items like stationery and refreshments. Collects all relevant documents to enable the manager to prepare for meetings. Provides a secretarial/receptionist support service to the Senior manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager. Records appointments and events in the diary for the manager. Types documents for manager. Operates office equipment like fax machines and photocopiers. Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is

understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES FOR ATTENTION NOTE : Ms Thenjiwe Gasa – 012 319 1304
: Ms Thenjiwe Gasa – Recruitment
: One Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Internal Audit. This position will be filled permanently.

POST 06/06 : **SECRETARY: SENIOR MANAGER: EB OPERATIONS REF: SEC/EB/2018/02/1P**

SALARY CENTRE REQUIREMENTS : R152 862. per annum (basic salary)
: Pretoria Office
: An appropriate 3 year qualification (Office Administration/ Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with 2 years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation skills. Sound organising skills.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from activities of the work of the manager. Records basic minutes for the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of the documents for the manager and the unit where required. Administers matters like leave forms, leave registers and telephone accounts. Handles the procurement of standard items like stationery and refreshments. Collects all relevant documents to enable the manager to prepare for meetings. Provides a secretarial/receptionist support service to the Senior Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager. Records appointments and events in the diary for the manager. Types documents for the manager. Operates offices equipment like fax machines and photocopiers. Remains Up to date with regard to prescripts/policies and procedures applicable to his/her work terrain: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager

ENQUIRIES FOR ATTENTION NOTE : Mr Tumisho Manaka 012 319 1075
: Mr Tumisho Manaka– Recruitment
: One position of Secretary to the Senior Manager: EB Operations is currently available at the Government Pensions Administration Agency. This position will be filled permanently.

POST 06/07 : **SECRETARY SENIOR MANAGER-FINANCE (REF: SEC/FI/2018/02-1P)**

SALARY CENTRE REQUIREMENTS : R152 862 per annum (basic salary)
: Pretoria Office
: An appropriate 3 year qualification (Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with 2 years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior

Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation skills. Sound organising skills.

DUTIES

: The purpose of the role is to render a secretarial support service to the Senior Manager. The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from activities of the work of the Senior manager. Records basic minutes for the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of the documents for the manager and the unit where required. Administers matters like leave forms, leave registers and telephone accounts. Handles the procurement of standard items like stationery and refreshments. Collects all relevant documents to enable the manager to prepare for meetings. Provides a secretarial/receptionist support service to the Senior Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager. Records appointments and events in the diary for the manager. Types documents for manager. Operates office equipment like fax machines and photocopiers. Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the Senior manager.

ENQUIRIES
FOR ATTENTION
NOTE

: Ms Bongive Magidela 012 399 2797.
: Ms Bongive Magidela – Recruitment
: One Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Finance. This position will be filled permanently