

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE
NOTE

- : 09 March 2018, 12H00 No late applications will be considered.
- : 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 DPISA. 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 08/37**

- : **SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (SCM/2018/02-1P)**

SALARY
CENTRE
REQUIREMENTS

- : R948 174 to R1 116 918 per annum (total annual cost to company)
- : Pretoria
- : A recognized B Degree or equivalent three year qualification (NQF level 7) as recognized by SAQA preferably in Logistics/Supply Chain Management/Finance. A minimum of eight years demonstrated experience in Supply Chain Management of which five years should be at a middle/senior managerial level. Membership of a professional body in the SCM field will be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Extensive and in-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework. Knowledge of the Code of Conduct for Supply Chain Management Practitioners. Strategic decision making skills. Service delivery innovation (Client orientation and customer focus) Contract management. Negotiation skills. Attention to detail. People Management and empowerment Change Management. Service Excellence. Problem solving analysis. Conflict management skills. High level communication (written and oral) and interpersonal skills. Programme and Project management skills. Respect. Emotional intelligence. Integrity. Excellent leadership and management skills. Demonstrable commitment. Effective computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of BAS and LOGIS and other information management systems.

DUTIES

- : The key outputs for this position include, but are not limited to: Manage the implementation of the Supply Chain Management strategy. Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice

and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Facilitate the procurement of goods and services for the GPAA: Develop and monitor the implementation of supply chain management policy and strategy. Manage the needs analysis and financial planning. Compile bids documents, receiving, registering and opening of proposals. Manage database of service providers. Manage the sourcing of suppliers and analysing quotations. Monitor SCM risks and performance. Monitor contracts and report on supplier's performance. Manage logistics and assets in order to comply with PFMA and supply chain management regulations: Manage stock taking and account management. Manage the rendering of requisition, ordering, receipts and distribution of goods. Manage the rendering of the warehouse management services. Develop and implement asset disposable strategy and processes. Manage the contract management of externally provided services: Review standards and specific T & C's with suppliers. Manage the creation of contracts (SLA's). Manage contract pricing and products. Manage delivery against contracts. People management: Ensure the development and management of staff within the business unit. Implement and maintain a relevant management approach to support effective business results within the business unit. 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 business unit. Ensure employment equity compliance. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures.

- ENQUIRIES** : Ms Thenjiwe Gasa 012 319 1304
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria/or Private Bag X63, Arcadia, Pretoria, 0001.
- FOR ATTENTION** : Ms Thenjiwe Gasa – Recruitment
- NOTE** : One Senior Manager: Supply Chain Management Position is currently available at the Government Pensions Administration Agency: Office of the Chief Executive Officer. This position will be filled permanently. 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 POST

- POST 08/38** : **SPECIALIST: STRATEGIC SUPPORT (REF: SP/SS/2018/02-1C)**
- SALARY** : R657 558 per annum (all-inclusive package) 12 months contract
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized 3 year tertiary qualification (at least 360 credits) in Management or equivalent three year qualification with 6 years' appropriate experience in a strategic planning environment of which should include a minimum of three years proven management experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. A Post-graduate degree in Strategy will be an advantage. A Portfolio of evidence will be a prerequisite. Strategic Workshop Facilitation. Planning methodologies and techniques. Management Information Systems. Technical designs for strategy. Communication and problem solving. Negotiation. Report-writing. Presentation. Conflict management. Decisive. Attention to detail. Honesty and integrity. Customer and client focus. Quality oriented. Public Service legislation and regulatory frameworks.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Develop and maintain strategy planning systems: Develop and implement the operational plan for the CEO's office. Develop and implement effective programme business planning models. Develop and implement effective Business Unit operational plans. Align the

strategic plan framework to legislation. Develop policy gap analysis to reduce strategic risk. Facilitate processes on the identification of priorities to inform GPAA's strategic plan: Develop and distribute reporting templates. Conduct needs analysis/facilitate workshops and use other tools to identify priorities. Develop gap analysis and diagnostic reports. Identify gaps from situational analysis. Utilize established best practice, processes and methodologies to leverage on previous experience, to evaluate business needs. Review and implement strategic planning framework. Analyse sector plans to ensure the alignment of GPAA to the Customer priorities and programmes: Identify risk factors associated with the GEPF & National Treasury SLA. Provide on-going advice for operational efficiency and effectiveness, and broader alignment to customer SLA's. Review strategies and plans within the context of changing stakeholder demands, redirecting efforts as necessary, in lieu of customer strategies. Support GPAA with regard to the planning of processes: Develop a proposed high level programme plan in accordance with project objectives. Assist in developing the Annual Performance Plan. Implement Annual Performance Plan (APP): Comply with prescribed Presidency submission dates. Cascade the APP into the business: Tactical level, Operational level, Activity level, Individual performance plans.

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APPLICATIONS**

: Ms Thenjiwe Gasas 012 319 1304
 : Ms Thenjiwe Gasas – Recruitment
 : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria/or Private Bag X63, Arcadia, Pretoria, 0001.

NOTE

: One Specialist: Strategic Support Position is currently available at the Government Pensions Administration Agency: Strategy and Policy Division. The purpose of the position is to support the office of the CEO by providing planning, implementing, execution and reporting services for the achievement of the goals of the GPAA. The post will be filled on a 12 month contract basis.

POST 08/39

: **PROVINCIAL ASSISTANT MANAGER: NORTH WEST REGIONAL OFFICE (Ref: PAM/NW/2018/01-1P)**

**SALARY
CENTRE
REQUIREMENTS**

: R334 545 per annum (basic salary) level 09
 : Mafikeng Office
 : A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of 4 years' experience in customer service management which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver's license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying (Setswana). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Knowledge of Project Management. Knowledge of the Retirement Fund Industry. Knowledge of PFMA. Good analytical skills. Good customer relations. Problem solving skills. Presentation skills. Ability to communicate at all levels. Excellent leadership skills. Organising and coordination skills. Ability to build strong networking relationships. Ability to work in a team

DUTIES

: The incumbent will be responsible for a wide variety of administrative and client service tasks which includes the following but not limited to: Supervise effective operations management within the provincial office. Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the provincial offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of the Batho Pele Principles within the provincial office in all interactions with internal and external customers. Provide input to the provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Generate and submit reports accurately and timeously. Inform the provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Effective supervision of provincial administrative processes and activities. Allocate daily activities. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Coordinate administrative support at outreach initiatives. Monitor risk and compliance within the provincial office. Coach and guide staff on compliance to all relevant regulatory, internal and external requirements. Implement a risk management plan and report on all risk according to required format. Provide

input into risk register. Analyze, interpret and implement departmental policies. Promote a corruption free environment. Supervise, interpret, implement and apply directives and policies applicable to the department. Physically ensure inspection and conduct office based auditing of procedures. Monitor compliance to audit findings. Provide administrative support in compliance to SHERQ regulations. Maintain relationships with all relevant stakeholders/clients to support service delivery in the province. Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/clients enquiries and complaints. Ensure successful business transformation within provincial office. Assist the change champion in transformation and communicate, motivate and drive change initiatives within the office. Provide input and implement performance improvement initiatives. Ensure successful implementation of system and process enhancements, updates and amendments within the office. Implement and maintain internal control processes for the section. Recommend internal procedures and processes which will improve effectiveness and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the Manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision making. Section Management. Deal with queries and escalated issues in timely manner, achieving resolution. Manage the performance of direct reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage staff resources and productivity, minimising absenteeism. Compile work plans for the section achieving a consolidation of operational plans. Discipline staff in accordance with organisational codes and procedures so that improvement is shown. Facilitate communication through appropriate structures and systems. Monitor compliance to allocated budget, raising non-compliance identified with the manager.

ENQUIRIES FOR ATTENTION APPLICATIONS : Ms Mapule Mahlangu 012 399 2639
 : Ms Mapule Mahlangu – Recruitment
 : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001

NOTE : One Provincial Assistant Manager Position is currently available at the Government Pensions Administration Agency: Client Services Section - North West Region. The Provincial Assistant Manager will coordinate the administration of the client services at provincial office. This position will be filled as a permanent position. The applications of individuals currently residing in North West may receive preference

POST 08/40 : **SECRETARY TO SENIOR MANAGER: CONTRIBUTIONS (SEC/CONTR/2018/02-1P)**

SALARY : R152 862 per annum (Basic Salary)
CENTRE : Pretoria Office
REQUIREMENTS : 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. 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 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
APPLICATIONS**

- : Ms Bongiwe Magidela – 012 399 2797
- : Ms Bongiwe Magidela – Recruitment
- : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001.
- : One Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Contribution Management. This position will be filled permanently.

NOTE