

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** : 26 March 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. 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 10/01** : **SENIOR MANAGER: ICT APPLICATIONS (SM/ICT APPL/2018/03-1P)**
- SALARY** : R948 174 - R1 116 918 per annum (All-Inclusive package)
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A recognized B Degree (BSc Computer Science or Bcom Information Systems) (NQF 7) or an appropriate three year tertiary qualification (NQF 7) in similar profession as recognized by SAQA. Business Analysis; Programming; System Analysis; Testing and Release Management qualifications will be an advantage. A minimum of eight (8) years ICT Application Management experience which include extensive experience in outsource environments and management of application development life cycle, 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. Maintaining collaborative relationships. Managing business processes. Providing trusteeship and governance. Working towards a project management culture. Ensuring service centered service. Managing the service provider supply chain. Setting standards and assuring quality. Managing team performance. Creating team spirit. Providing motivational support. Influencing people and events. Planning and managing resources. Adhering to business ethics. Problem solving and analysis. Working towards an integrated service. Embracing change and service development. Embracing continuous improvement. Network Environment: Knowledge of TCP/IP LAN, VPN, WAN and Wireless networking environments in a Linux and Microsoft environment including Firewall, intrusion detection, SSL/H and NAS/SAN. Data Centre: Knowledge of mainframe, Citrix, HP Superdome and Wintel data centre environments and related software/tools such as MOM, WSUS, Active Directory, Windows XP, Unix, Linux, Oracle and VMS. Procurement: Knowledge of best practice in procurement of hardware and software and related ICT Services. Customer and Personal Service: Knowledge of technical requirements for modern flexible working office environments and skills to operate as a consultant both internally and externally. Service Level Management: Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Legislative Environment: Knowledge of laws, precedents, and government regulations around Government Finance (i.e. PFMA), SITA Act, Electronic Communications Act, etc. Business Continuity: Knowledge of Business Applications fit on business continuity requirements with a specific focus on security and disaster recovery. Project Management: Knowledge of Prince or PMBOK project management methodology. Core Software Knowledge of Natural Adabas; Oracle; Linux; Java; J2EE; and CVS change management software

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Lead and guide Assume responsibility for all aspects of being a Process Owner for Applications to set the desired standards and continuously improving where possible. Implement and monitor achievement of an effective Operational Plan to ensure the implementation of the broader GPAA ICT strategy. Manage, coordinate and oversee the daily operational activities and projects of the Applications Maintenance; Applications Testing, Applications Development and Application Release to ensure that ICT Business Applications teams function effectively and efficiently. Participate on various GPAA Committees to provide ICT Applications input and advice where needed. Recruit, manage and develop all staff within the ICT Applications team and build a spirit of cooperation to ensure rapid resolution of incidents and delivery of applications projects. Work collaboratively with CIO to build an appropriate Applications Strategy and Architecture. Applications Service Management. Act as a single point of contact for the business units to ensure incident resolutions and eradication of problems identified through root-cause analysis. Have oversight on daily operations such as backups, call logs and Business Applications Performance to ensure sound service delivery. Ensure that the Applications are robust, reliable and flexible to cope with expansion of business and user needs. Ensure that all services are within the SLA to ensure excellent end-user experience. Provide best practice advice on the installations, maintenance and de-installation of ICT Applications to solve business problems. Regularly (Monthly) report on performance, costs, functionality and quality of ICT Applications services to CIO and GPAA ICT Management Committee. Procurement and Licensing Management. Cooperate with CIO to develop and maintain an annual asset maintenance and replacement plans to input into capital expenditure budget. Maintain ICT Applications assets registers (detailing application configuration and associated software products) and perform regular verification to ensure integrity of assets reflected in financial records. Applications Risk management and internal controls. Cooperate with the Risk Manager; External Auditors and/or Internal Audit Manager to identify, monitor and manage ICT Applications risks to develop and implement appropriate mitigation strategies. Ensure that GPAA is appropriately insured against unforeseen events, losses, and damages, to recover business applications where required as part of the overall business continuity strategy. Regularly conduct

operational risk assessments for the ICT Applications in line with the GPAA's risk management framework to develop and maintain adequate internal operations controls and standards associated with business applications (e.g. ITIL, COBIT and SANS 17799). Applications Budget Perform Business Applications budget and expenditure reconciliations and report/submit to the CIO to ensure prudent financial management within the ICT Business Unit. Annually prepare budget input for consideration and ratification by the CIO to ensure adequate funding for the Applications environment. Applications Architecture, Policies and standards. Implement and propose changes to Applications policies, procedures, templates, and processes, in accordance with best practices to create an enabling environment for the GPAA to achieve its operations. Partnering with business and Applications advice. Assist line managers to prepare business cases and budgets for new Business Applications projects to justify project viability and value to the GPAA. Provide Applications support and advice to the CIO with regard to relevant applications solutions to problems raised by business units and line managers. Provide input into the annual strategic planning cycle to assist the CIO to adequately support business decisions, policies and strategies. Assist CIO to development and report on cost of ICT administration per employer/member to optimize and manage cost of ICT Applications. Awareness and compliance. Foster awareness within the GPAA to ensure greater compliance with Applications policies and procedures. Monitor compliance to Applications policies and procedures to minimize the breakdown in the internal control environment. Ensure that all Applications Audit Report queries are addressed to eliminate or mitigate the associated risks. Team-based approach. Develop and implement a team-based approach to formalise team-based service structures, targets and rewards. Solve team problems in a clear and decisive manner to ensure a productive and conflict free work environment. Applications development. Track new developments in ICT Applications to improve the effectiveness and efficiency of the Business Applications Services. Monitor changes in relevant regulations and legislation, in order to recommend changes to GPAA policies and procedures. Manage all Applications development projects (ensuring the integrity of existing software and hardware with minimum disruption to GPAA's operations) to solve business problems as part of the ongoing effort of business process re-engineering. The Senior Manager: ICT Applications is fully accountable for: Application Project Management, Unit Testing - Applications namely, ACCPAC, CIVPEN, OCCULUS, ODSTAX, Oracle Portal Solution. Data Management - GPAA Business Applications Maintenance, Testing and Release. GPAA Business Applications Document Management. GPAA Data Base Management. Oversee delivery by various third party application development service providers. Applications Service Centre Management (super user support; performance; cost; functionality and quality monitoring and evaluation). Applications Service Level Agreement management. Applications planning, budgets and forecasts. Projects implementation and reporting. Applications risk management. Procurement and asset management of application licensing where applicable.

**ENQUIRIES
NOTE**

: Ms Mapule Mahlangu 012 399 2639
 : One position Senior Manager: ICT Applications is currently available at the Government Pensions Administration Agency. This position will be filled permanently.

OTHER POST

POST 10/02

: **BUSINESS CONTINUITY SPECIALIST (BCS/SP/2018/03 – 1C)**

**SALARY
CENTRE
REQUIREMENTS**

: R612 822 - R721 878 per annum (All-Inclusive package) 12 month-contract
 : Pretoria Office
 : A 3 Year Degree/National diploma (NQF7) or equivalent three year qualification and a Certification CBCI/ AMBCI or ISO 22310 Lead Implementer. A Relevant post-graduate degree or qualification will be an advantage. Six years' experience in business continuity management with a track record of Business Impact analysis and Disaster recovery site testing. Ideal: Six years' experience with current regularity environment on BCP. Knowledge of: ICT Infrastructure for Disaster recovery. Call Centre Architecture and Functionality. Knowledge of Business

Applications support services. Facilities Management. Knowledge of Business Applications fit on business continuity requirements with a specific focus on security and disaster recovery. Business Impact Analysis. Strategy. Crisis Management. Media management. ISO 22301/Plan Do Act Methodology. Business Continuity Good Practice guide 2013/2018. Occupational Health and Safety Act. High level communication skills. Programme and Project management. Strategic decision making. Leadership. Collaboration. Ability to work under immense pressure. Designing of resilient systems. Ability to work alone and in a team. Risk Management. Initiative. Emotional intelligence. Ability to see the big picture. Demonstrate commitment to work long hours. Structured approach. Well organised. Sense of urgency. Assertive.

DUTIES

: The purpose of the Business Continuity Specialist is to develop, maintain and manage the business continuity program and lifecycle in GPAA. Determine and develop a business continuity plan and implementation strategy. Assist the department in enhancing, formalizing and standardising the business continuity planning process by identifying and selecting BC strategies per business unit. Determining and select tactical responses from the available options. Consolidate resource levels at DR centres. Recommend recovery strategies and options and assist with the implementation of recovery solutions. Coordinate development of business unit schedules for annual business continuity documentation maintenance and update, exercises and independent review and validation. Develop an incident management plan and support structure (strategies, tactical, operational). Execute the plans. Maintain and review the BC plan. Audit management. Incident Management: Record and manage GPAA continuity incidents. Report and logging incident history. Incident Analysis. Risk mitigation. Facilitate BCM Programme Management: Assign responsibilities to stakeholders. Implement BCM in GPAA. Project and sub project planning, scoping and management. Analyse critical business process and report on implications on business program. Conduct presentations and BCM awareness Workshops. Present feedback and monthly reports at BC committee meetings. Liaise with internal audit on BC matters concerning audits done at business units. Participate in business unit and development planning meetings and activities. Facilitate timely identification, escalation, resolution and follow-up for all outstanding issues. Business Continuity Committees: Secretariat for the BC Committees. Member of the Business recovery committee. Member of the Systems recovery committee. Member of the SHERQ committee. Develop and maintain a corporate wide business continuity program: Design the process for the organisational analysis. Develop the GPAA BCM programme scope taking assumptions and BCP concepts into account. Liaise and give feedback to the business continuity committee. Liaise with business units regarding the identification of the own BC plans. Work closely with ICT to develop/maintain disaster recovery plan for critical systems and applications. Evaluate threats through risk management. Ensure that internal recovery sites are updated functioning properly linked to recovery point and recovery time objectives. Develop and maintain the business continuity corporate website. Coordinate business continuity plan exercise. Report the business continuity status of business units to senior management. Develop and maintain BCM documentation and filling system according to national archives template.

ENQUIRIES

: Ms Mapule Mahlangu 012 399 2639

NOTE

: A position of Business Continuity Specialist is currently available at the Government Pensions Administration Agency. This position will be filled on a 12 months contract.