ANNEXURE F

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: 03 April 2018, 12H00 No late applications will be considered.

NOTE: Requirements of 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 a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), 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-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.

OTHER POST

POST 11/30: SENIOR ADMINISTRATIVE OFFICER (TEAM LEADER): EB OPERATIONS

REF NO: (SAO/EBOPS/2018/02-1P)

SALARY: R281 418. per annum (basic salary)

CENTRE: Pretoria Office

REQUIREMENTS: A recognized 3 year tertiary qualification (at least 360 credits) with three (3) years appropriate proven experience in Employee Benefits/Membership which should include one (1) year supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Experience in the following systems: CIVPEN. Excellent knowledge of Employee benefits. Applicable legislation
within Special Projects Benefits Section. Knowledge of GEPF services and products. Knowledge of Special Projects dynamics. Ability to communicate at all levels (verbal and written). Effective planning and organising skills. Good decision making and problem solving skills. Good interpersonal skills. Excellent customer orientation. Persuasiveness and flexibility. Ethical business conduct. Ability to work under pressure. Ability to establish controls to monitor tasks. Willingness to travel.

DUTIES: The purpose of the role is to be responsible for the day to day running of the section (Membership maintenance on Ciskei Strikers, Ex-cape Teachers, General Assistants, Purchase of service and other Past discriminatory practices) and the implementation of plans on the execution level in order to achieve the strategic goals of the organization. The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: Interpretation and application of the relevant Laws, rules, regulations and policies to ensure accurate membership roll maintenance and successful payments of Ciskei strikers, Ex-Cape Teachers, and other Past Discriminatory practices. Sound knowledge and ability to utilize the systems used within the SP unit i.e. Civpen, Workflow and various Excel Spreadsheets for the statistics. Effective checking of cases. Effective compiling of statistics for the Managers. Effective management and record keeping of errors in the section. Provide update on status of projects to managers. Supervise the effective administration of the Unit: Supervision of records, correspondence and enquiries. Manage staff performance. Manage staff development and training. Effective communication to staff. Formal disciplinary authority. Effective management of Section and staff.

ENQUIRIES: Ms Mapule Mahlangu 012 399 2639

NOTE: A position of Senior Administration Officer (Team Leader): EB Operations is currently available at the Government Pensions Administration Agency. This position will be filled permanently.