

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Ms Felicia Mahlaba – Recruitment
- CLOSING DATE** : 02 May 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.

OTHER POST

- POST 15/07** : **SENIOR ADMINISTRATION OFFICER: INFORMATION SECURITY COMPLIANCE MONITORING (REF NO: SAO/IS-CM/2018/04-1P)**
- SALARY** : R281 481 - R331 497 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3 year tertiary qualification in Information Technology or equivalent three year qualification with 3 years proven experience in Information Security administration. Supervisory experience will be an advantage. Valid drivers' license is mandatory, at least one year old (a certified copy must be attached to the application). Knowledge of Minimum Information Security Standards (MISS) Act, Access to Information Act, GEPF products, proficient knowledge in Policy

development, Information Security legislations, prescripts and regulations, Monitoring and Evaluation, Programme and project management, Security systems and PFMA. Ability to communicate at all levels (written & verbal), Ability to build strong network relationships. Must be able to work independently. Self-efficiency. Customer service orientation. Ability to work under pressure in a stressful environment. Integrity, reliability and honesty. Analytical thinker. Multi focus. Ability to facilitate and presentation skills. Good Computer Literacy. Self-motivated. Good problem solving skills. Good organizing and coordinating skills. Basic understanding of financial management principles.

DUTIES

: The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Monitoring of Information Security Compliance within GPAA and GEPF: Conduct compliance monitoring of systems, processes and personnel to establish the level of compliance to the Information Security initiatives. Coordinate and facilitate training of new and current GPAA and GEPF staff members on possible threats and vulnerabilities. Implement findings as identified by the internal and external auditors. Monitor and revise plans as necessary to ensure data integrity, confidentiality and availability. Submit reports of Information security related breaches, take appropriate actions to mitigate risks, investigate breaches and make recommendations to the management for corrective actions. Evaluate the GPAA and GEPF business unit's operational processes to establish the level for compliance to the Information Security regulations. Review and propose improvements to the existing Information security initiatives e.g. policies, standards. Liaise with other business units to direct compliance issues to appropriate existing channels for investigation and resolution and provide report to the management. Stay abreast of new and current trends and development in the ICT and Document Security fields to efficiently advise the ASM Compliance on the implementation of appropriate counter measures. Participate in Sub-Business Unit Planning and reporting initiatives: Participate in operational planning and regularly report about status of operations and projects to ASM ICT Security or Compliance. Participate in the administrative processes of the Division. Assist with strategic and operational planning for the division. Conduct regular feedback and communication with ASM ICT Security or Compliance.

ENQUIRIES
NOTE

: Ms Felicia Mahlaba Tel No: 012 319 1455
: A Senior Administration Officer – Information Security Compliance Monitoring position is currently available at the Government Pensions Administration Agency: Information Security Division. The incumbent will effectively monitor Information Security Compliance processes and activities within the GPAA and GEPF. This position will be filled as a permanent position.