

**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
- CLOSING DATE** : 15 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 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. 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 POSTS**

- POST 17/23** : **SENIOR RESEARCH SPECIALIST REF NO: (SRS/CME/2018/04-1P)**
- SALARY** : R657 558 per annum (all-inclusive package)
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A B Degree/recognized 3 year tertiary qualification (at least 360 credits) in Social Sciences/Natural Sciences/Public Sector Management and Administration/Development Management or related field with 6 years' appropriate Research experience preferably within a Monitoring and Evaluation environment which should include three years proven

supervisory/management experience. A willingness to travel is essential. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Candidates should make referral in their CV's to the publications they were the author of or to which publications they made a substantial contribution, as well as unpublished research and management consulting reports. Knowledge of Literacy. Knowledge of Numeracy. Knowledge of Client Relations Management. Knowledge of Public Service Act and Regulations. Ability to conduct research independently within the context of the GPAA. Ability to prepare concise and accurate research reports based on empirical data. Proven project management skills. Good presentation skills. Analytical skills. Computer skills (Microsoft Office suite). Monitoring and evaluation skills. Report writing skills. Customer orientated. Problem solving. Work in a team.

**DUTIES**

: The purpose of the position is to provide research support within the Corporate Monitoring and Evaluation within GPAA. The incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: Manage research studies to aid the continuous improvement of service delivery and adoption of best practices: Overseeing, compile and guide the development of research proposals/ concept notes. Identify research designs and methodologies and guide research project direction. Conduct and guide literature reviews for specific research projects. Define the research designs and methodologies. Design research instruments and guide on data collection strategies. Manage the execution of research projects. Clean, prepare and analyze Dataset (s). Finalize and integrate the findings obtained from analysis and prepare reports. Ensure quality reporting. Present research findings and engage with stakeholders on the study and recommendations. Disseminate research information in different platforms. Formulate recommendations for the improvement of pension administration in the GPAA. Utilise research results and findings to inform organisational plans and policies. Coordination of the research sub-unit: Promote and institutionalize research in the GPAA. Engage with different institutions and inform the research agenda. Align organizational research strategy to government frameworks. Provide inputs on matters pertaining to research. Promote the work of the GPAA to the community of research practitioners. Prepare reports on the state of the pension administration in the GPAA. Develop, review and manage the implementation of research policies, frameworks and systems: Develop organizational frameworks and systems in alignment with the national frameworks. Identify issues emanating from implementation of existing frameworks and systems that require adjustment. Review research framework(s). Provide advice with regard to existing policy reforms within the retirement field. Stakeholder relations: Identify research gaps within the pension administration. Engage with key stakeholders to conceptualize research needs. Address client needs as identified during the consultation process. Management of external service provider: Overseeing that organizational needs are identified and are responded to. Planning and prioritizing of research projects in tandem with the unit plans. Develop TOR's, project manage the implementation of contracts and liaise with external service providers and stakeholders. Manage and develop staff: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency. Motivate staff through the implementation of various reward mechanisms. Facilitate organizational communication through appropriate structures and systems.

**ENQUIRIES  
FOR ATTENTION  
NOTE**

: Ms Thenjiwe Gasa 012 319 1304  
 : Ms Thenjiwe Gasa– Recruitment  
 : One position for Senior Research Specialist: Corporate Monitoring & Evaluation is currently available at the Government Pensions Administration Agency: Corporate Monitoring & Evaluation Unit and will be a filled on a

permanent basis. Employment Equity targets for the post is Coloured, Indian or White males and people with disability. Candidates of the specified groups are encouraged to apply.

<b><u>POST 17/24</u></b>	:	<b><u>MANAGER PERFORMANCE MANAGEMENT REF NO: (MNG/PM-HR/2018/04-1P)</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum (all-inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria Office
<b><u>REQUIREMENTS</u></b>	:	A B Degree/recognized 3 year tertiary qualification (at least 360 credits) with 6 years' appropriate proven experience in the field of Performance Management environment which should include three years in a managerial role. Computer literacy that include a good working knowledge of Microsoft Office products and good understanding of the PERSAL system. Knowledge of Performance Management. Knowledge of Policy development. Knowledge of Public Service prescripts and legislation. Knowledge of Human resource Management. Knowledge of Labour Relations. Knowledge of Employee Benefits. Knowledge of Budget. Knowledge of HR Strategy. Analytical. Problem solving. Ability to communicate at all levels. Presentation skills. Management and leadership. Setting standards and ensuring quality. Customer orientation. Good interpersonal relations. Ability to build strong network relationships. Work in a team. Influencing people and events. Adhering to business ethics. Knowledge of the Establishment.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: The effective management of all aspects of the Performance Management and Development System: Compile, distribute and monitor a performance management plan for the department. Manage and administer the SMS performance management system: Ensure the submission of performance agreements, reviews and assessments of SMS members within set time frames. Review and quality check all performance agreements and assessments for SMS in line with the strategy of the Department. Maintain database and proper filing system of SMS. Monitor and evaluate the implementation of the Performance Management process. Provision of expert technical advice and support on matters related to the performance management system to CEO and SMS members. Manage the facilitation of training sessions of the Performance Management System and Policy to Departmental Review Committee and SMS Members. Ensure the communication of all amendments, new directives and aspects relating to the Performance Management System to senior management and employees in the organization. Manage the performance agreements by making recommendations, providing expert advice and guidance. Manage annual performance reviews by making recommendations, providing expert advice and guidance. Compile/initiate Ministerial submissions for payment of merit awards/salary progressions for SMS Members. Oversee the checking and approval of transactions. Provision of guidelines and support to SMS Members on process of the Performance Management. Interact with all role players to establish problem areas and provide expert technical advice with regards to implementation of the Performance Management System and Policy. Liaise with Head: Corporate Services and SMS members of Corporate Services to ensure alignment of performance agreements to the APP of Corporate Services. Oversee the provision or accurate statistics and demographics regarding performance management. Provide inputs for annual reports on Performance Management. Provide expert advice and dealing with dissatisfaction and conflicts as a result of the implementation of the Performance management System and Policy of SMS employees. Manage and administer the Non SMS performance management system: Provision of guidelines and support to line managers on processes of the Performance Management. Provision of expert technical advice and support on matters related to the performance management system. Manage the facilitation of training sessions of the Performance Management system and Policy to Divisional Review Committee. Manage the facilitation of training sessions of

the Performance management System and Policy to the Regional Offices. Interact with all role players to establish problem areas and provide expert technical advice with regards to Performance Management Systems and Policy. Manage the consultation and consolidation of inputs received from key stakeholders. Manage the monitoring and evaluate the implementation of Performance Management processes and provide expert advice. Ensure the communication of all amendments, new directives and aspects relating to the Performance Management System and Policy to Non SMS employees in the organization. Manage the development of performance agreements of Non SMS employees to verify the quality of documents submitted to the component. Manage the performance reviews of non SMS employees by making recommendations, providing expert advice and guidance. Manage annual performance appraisals by making recommendations, providing expert advice and guidance. Oversee the checking and approval of transactions. Compile/initiate Ministerial submissions for payment of merit awards/salary progressions for Non SMS Employees in the organization. Oversee the provision of accurate statistics and demographics regarding performance management. Provide inputs for annual reports on performance Management. Provide expert advice and dealing with dissatisfaction and conflicts as a result of the implementation of the Performance Management System and Policy for Non SMS employees. Manage administration of individual performance management system in the Department: Develop and maintain policies related to Performance Management System. Conduct analyses on policies and make recommendations. Ensure compliance to policies and regulations on the implementation of Performance management System. Consult relevant stakeholders on policy-making processes. Regularly review and develop the performance management policy and system. Implement amendments to the policy as a result of the revision process. Monitor the compliance of staff to performance management system and reports to CEO via submissions. Report quarterly for monitoring and Evaluation purposes regarding the performance management status of the GPAA. Provide technical support to the officials, in particularly to the CEO and SMS employees. Plan, organize, co-ordinate and control proper and effective maintenance of filing systems. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise and developmental needs of the individual. Manage financial and procurement processes of the component. Identify development and succession planning requirements. Ensure employment equity compliance. Give input for annual reports on performance management. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

**ENQUIRIES**  
**FOR ATTENTION**  
**NOTE**

- : Ms Felicia Mahlaba 012 319 1455
- : Ms Felicia Mahlaba– Recruitment
- : One position for Manager Performance Management: Human Capital Development is currently available at the Government Pensions Administration Agency: Human Capital Development Unit and will be a filled on a permanent basis. Employment Equity targets for the post is African and White males and people with disability. Candidates of the specified groups are encouraged to apply.