

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 Felicia Mahlaba – Recruitment
- CLOSING DATE** : 04 June 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 POST

- POST 20/06** : **BUSINESS CONTINUITY SPECIALIST REF NO: (BCS/SP/2018/05 – 1C)**
- SALARY** : R657 558 - R774 576 per annum (All-Inclusive package) 12 month-contract
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A 3 Year Degree/National diploma (NQF6) 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 Felicia Mahlaba Tel No: 012 319 1455

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.