

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** : 29 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 (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 24/08** : **ASSISTANT MANAGER: EMPLOYEE BENEFITS ACCOUNTING REF NO: (ASM/EBA/2018/06-1P)**
- SALARY** : R334 545 per annum (basic salary) Level 09
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A recognised three-year Bachelor's Degree or equivalent three year qualification (360 credits/NQF 6) majoring in Accounting with at least 4 years' experience in financial management and administration of which at least 2 years involved supervising or management of staff; Supervisory experience in the management of the general ledger will be an added advantage; Preference will be given to applicants who completed articles signed off by SAICA; Computer literacy that

would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). Knowledge of International Financial Reporting Standards. Knowledge of Regulatory Reporting Requirements for Retirement Funds in SA. Knowledge of Pension Fund environment. Knowledge of Financial Accounting. Team-oriented. Excellent communication and interpersonal skills. Problem solving skills. Time management skills. Analytical thinking. Honesty/Integrity. Openness to change. Hardworking. Attention to detail.

DUTIES

: The purpose of the post is to assist with managing the Fund's (i.e. GEPF, AIPF and TEPF) employee benefits accounting function. This will be supported by reconciled general ledger accounts leading to an unqualified audit report. The successful incumbent of this position will be responsible for assisting the Manager in providing timely, accurate and relevant financial and management information to Senior Management which includes the following, but not limited to: Assist with management of the general ledger: Creation of new general ledger accounts; Review and authorisation of journal entries; Clearing of all the suspense accounts before the reporting period is closed; Closing of general ledger bookkeeping months; Requesting of trial balances; and Review of general ledger reconciliations. Assist with the management of payment process: Verification of banking details for amounts above R1 million and address any related matters raised; Authorisation of telegraphic transfers on Safetyweb for amounts above R1 million; Authorisation of payments relating to interest on late benefits; Authorisation of payments relating to suppliers, maintenance orders and employees expenses; Removal of system warnings for amounts above R1 million before a payment is made; and Management of monthly and daily payment runs. Assist with the financial reporting: Assist with the reviewing of financial accounting policies and frameworks; and Assist in the preparation of monthly, quarterly and interim and annual financial statements required by management of the relevant Funds. Assist with the management of audit processes: Assist with preparation and provision of year- end audit file; Assist with preparation and provision of additional information required by the auditors; Assist with resolution of internal and external audit queries; and Assist with implementation of internal and external audit recommendations. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, developing performance standards and evaluating team and individuals; Monitor staff regarding human resources such as leave, recruitment and grievances; and Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES

: Ms Mapule Mahlangu Tel No: 012 399 2639

NOTE

: One position of Assistant Manager: Employee Benefits Accounting in the Finance section is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Employment Equity target for the post is African, Coloured, Indian males or females and people with disabilities. Candidates of the specified groups are encouraged to apply.