

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street
- CLOSING DATE** : 06 August 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. 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.

MANAGEMENT ECHELON

- POST 29/13** : **GENERAL MANAGER: ENTERPRISE WIDE RISK REF NO: (GMEWR/2018/07-1P)**
- SALARY** : R1 127 334 - R1 347 879 per annum (all-inclusive package)
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A relevant B degree/B Tech (NQF 7) in Risk Management as recognized by SAQA. A minimum of 10 years' relevant experience in an Enterprise Wide Risk Management environment (a combination of experience within Corporate Governance, Internal Audit, Forensic and Fraud Prevention will be an advantage). At least five years senior management experience within the relevant field. Proven track record as a Programme Head/Business Head. Candidates who hold membership of the Institute of Risk Managers of South Africa (IRMSA) will be an advantage. Experience in Financial Services, especially Employee Benefits,

Pension Fund and Retirement Benefits Administration will be a distinct advantage. Strategic capability. Service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management. Good communication skills. Knowledge management. Problem solving and analysis. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Knowledge of Benefits Administration. Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Working knowledge of COSO Management Framework and Value chain

DUTIES

: The purpose of the role is to ensure effective management of the development and implementation of risk strategies, anti-fraud and case management services. Ensure the implementation of the Enterprise Risk strategy. Develop, implement and monitor achievement of an effective Business Plan. Oversee the development, implementation and maintenance of Division policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Division. Analyze Division trends and prepare management reports. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Oversee the provision of best practice regarding Division functions to all stakeholders. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Analyze service delivery gaps, challenges and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the Division at all relevant committees and forums. Proactively identify risks and mitigation thereof. Oversee the analysis of trends and forecasting. Ensure the establishment and maintenance of an appropriate risk management service within the Department. Manage the development and implementation of business continuity and disaster recovery plans. Manage the monitoring and implementation of risk mitigation plans. Manage and ensure performance of risk and compliance audit for the Department. Ensure risk management awareness campaigns. Manage and ensure fraud prevention and case management initiatives for the Department. Ensure the implementation of the departmental anti-fraud and case management strategies. Ensure fraud and corruption awareness campaigns. Manage the identification of potential fraud and corruption risks. Ensure the investigation of fraud and corruption business cases. Manage all the resources in the Division. Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Division.

ENQUIRIES
FOR ATTENTION
NOTE

: Ms Mapule Mahlangu Tel No: 012 399 2639
 : Ms Mapule Mahlangu – Recruitment
 : One General Manager: Enterprise Wide Risk position (permanent) is currently available at the Government Pensions Administration Agency. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Employment Equity target for the post is African, Coloured or

Indian female candidates or person with disability. Candidates of the specified groups are encouraged to apply.

POST 29/14 : **SENIOR MANAGER: HUMAN CAPITAL ADMINISTRATION REF NO: (S-MNG/HCA/2018/07-1P)**

SALARY : R948 174 - R1 116 918 per annum (all- inclusive package)

CENTRE : Pretoria Office

REQUIREMENTS : A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA. A minimum of eight years demonstrated experience in Human Resources Management, of which five years should be at a middle / senior managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of: Benefit Administration; Customer Relationship Management (Channel Management); Relevant legislative requirements and GPAA policies and procedures; Industry knowledge; Financial management including budgeting and forecasting; Pension fund regulations and rules; Compliance management; Relevant systems; dealing with organized Labour matters. Strategic capacity. Service delivery innovation. Client Orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management Communication. Problem solving and analysis. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player.

DUTIES : The key outputs for this position include, but are not limited to: Manage the implementation of the Human Capital Administration strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Lead the recruitment, selection and termination process: Develop a strategy and approach to attract and retain skilled resources. Recommends enhancements to recruitment, selection and termination procedures in order to drive timely placement of skilled resources. Manage the administration of the recruitment and selection process so that vacant positions across business units are processed efficiently and effectively. Perform HC workforce planning to forecast employee needs across the various business units to ensure that the right staff are available at the right time, the right place and at the right price. Monitor cost effectiveness of recruitment, selection and termination initiatives. Interface with business to identify recruitment and selection requirements. Manage recruitment for vacant positions across business units achieving placements within agreed time frames, following fair processes. Manage exit interview process and compile monthly feedback reports. Manage recruitment, selection and termination in accordance with policies, procedures and legal requirements. Lead the Human Capital Administration process: Responsible for managing and facilitating all delivery of employee benefits in line with policies, procedures, and activities to ensure alignment, consistent interpretation and application of laws, personnel policies and procedures. Ensure compliance to legislation and thus contribute to the GPAA becoming an "employer of choice". Continuously keeping abreast of reforms in legislation, law, regulations, etc. Manage and facilitate delivery of employee benefits and conditions of service in line with policies and procedures and ensure benefit program compliance with legislation. Manage the efficient

maintenance of accurate, current, confidential and accessible employee records. Manage information on employee changes, achieving an accurate profile of the status of all employees within the organization at any given time. Manage leave in accordance with policy, minimizing risk and liability to the organization. Lead the HC business partnering process: Provide strategic HC advisory services to business. Develop and maintain competitive HC services to drive staff performance. Lead the execution of HC administrative functions across the HR value chain. Coordinate the employee development as per personal development plans in support to GPAA's business sustainability. Manage the movement of accurate and confidential documentation from line to HC. Manage all the resources in the Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

ENQUIRIES
FOR ATTENTION
NOTE

- : Ms Felicia Mahlaba Tel No: 012 319 1455
- : Ms Felicia Mahlaba – Recruitment
- : One Senior Manager Human Capital Administration position is currently available at GPAA. The successful incumbent will provide effective Human Capital practices and Administration services. The post will be filled permanently. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Employment Equity target for the post is African or white male candidates or person with disability. Candidates of the specified groups are encouraged to apply.