ANNEXURE E

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 Thenjiwe Gasa – Recruitment

CLOSING DATE: 20 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. 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.
- 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 and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 31/34: PLANNER: MONITORING AND EVALUATION (REF NO: P/M&E/2018/08-1P)

SALARY: R299 709 per annum (basic salary)

CENTRE: Pretoria Office

REQUIREMENTS:
relations skills. Problem solving skills. Communication skills (verbal and written). Ability to build strong network relationships. Ability to work in a Team. Project management skills. Striving to adhere to international best practices.

**DUTIES**

The purpose of the post is to provide Monitoring and Evaluation (M&E) support to the GPAA programmes. The successful candidate will be responsible for the following functions and include, but not limited to: Providing support to the M&E Management team in executing M&E activities: Contribute to the development and implementation of the M&E Policy, M&E Strategy and M&E Framework. Provide M&E capacity building and support. Assist in the development of the M&E system. Provide M&E feedback to internal and external stakeholders. Assist in marketing the M&E function through different mediums of communication. Support the undertaking of risk management with regards to non-compliance to monitoring and evaluation directives. Provide support in the identification of the M&E best practices, latest developments and trends both nationally and internationally. Providing support to the Monitoring team in executing monitoring activities: Undertake needs analysis to identify the GPAA monitoring needs. Develop monitoring data collection tools. Gather, verify and analyze information for monitoring of organizational performance. Provide support in generating Monitoring Reports. Provide advice and support for business units in monitoring their initiatives. Providing support to the Evaluations team in executing evaluation activities: Undertake needs analysis to identify the GPAA evaluation needs. Develop evaluation data collection tools. Conduct internal and external evaluation studies. Gather, consolidate and analyze the evaluations data. Provide support in generating Evaluation Reports. Provide advice and support for business units to undertake self-evaluations. Providing support to the Data Management team in executing data management activities: Collection of M&E and Research data. Capturing of M&E and Research data. Operating the M&E System. Develop automated monitoring and tools for the GPAA business units.

**ENQUIRIES**

Ms Thenjiwe Gasa Tel No: 012 319 1304

**NOTE**

One M&E Planner – Monitoring and Evaluation position is currently available at the Government Pensions Administration Agency: Corporate Monitoring and Evaluation Division. This position will be filled as a permanent position. Employment Equity target for the post is Coloured, Indian or White males or people with disability. Candidates of the specified groups are encouraged to apply.

**POST 31/35**

Senior Administration Officer: Advisory Services (Ref No: SAO/AS-LS/2018/08–1P)

**SALARY**

R299 709 per annum (basic salary)

**CENTRE**

Pretoria Office

**REQUIREMENTS**


**DUTIES**

The purpose of the role is: To assist the Manager Legal and Advisory Services in the role of providing legal advice to the authority and other stakeholders. The successful incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: Provide Legal Admin Services: Assist seniors in providing legal advice, guidance and opinions to the top management and GPAA at large on matters relating to legislative drafting and other legal matters. Peruse documents and escalate to seniors where relevant. Peruse and comment on a variety of legal documents to ensure that they are legally compliant. Effectively administer legal matters to the department. Litigation Management: Diarise, schedule hearings and ensure court process is attended to. Collect information and documentation as required to proceed with matters referred to Legal in relation
to interpretation of GEP Law, 1996. Explain the process to applicants of submitting divorce, life partner and other relevant claims in terms of GEP Law, 1996. Research inquiries, corrects errors, resolves discrepancies and notifies applicants of action decisions taken. Research laws, regulations, policies and precedent decisions to prepare for hearings, and to respond to inquiries from case managers and supervisors. Prepare, assembles and checks materials for each hearing session. Prepare hearing report on decisions and recommendations. Examine case records and official files and ensures that all documents and exhibits are fully documented in the record. Conduct legal research to fully address all legal arguments. Manage litigation and ensure that all panel members complete the claim forms for their fees. Prepare instructions for panel attorneys and implement court decisions. Attend to the payment of a bill of costs. Review litigated claims or claims with disputes: Collate relevant information for purposes of handling litigation. Explain to claimants how they can appeal rulings that go against them. Compile submissions and instruction for recommendation. Render Administrative Support: Attend to court process served on the GPAA and any other claims submitted in terms of GEP Law, 1996. Prepare written review and evaluate data on documents such as claim applications, birth or death certificates, and physician or employer records. Maintain hearing documents, calendars hearing dates and confirms hearing. Adherence to court decisions with written instruction to subordinates to comply with court decision. Ensure that files are kept and updated on statistics relating to court cases. Prepare memoranda and drafts of decisions and judgments. Prepares and issues written decisions within timely manner to meet requirements. Assist the supervisor with training on legislation and legislative drafting, as well as other legal topics. Supervision of staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide Monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES
Ms Thenjiwe Gasa Tel No: 012 319 1304

NOTE
One Senior Administration Officer – Advisory Services position is currently available at the Government Pensions Administration Agency: Legal Services Division This position will be filled as a permanent position. Employment Equity target for the post is African or Coloured or Indian males or people with disability. Candidates of the specified groups are encouraged to apply.