

**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** : 27 August 2018 before 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; 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 and annual performance agreement and will be required to undergo a security clearance.

**OTHER POSTS**

- POST 32/14** : **SENIOR BUSINESS INTELLIGENCE DEVELOPER (REF NO: SBID/ICT/2018/08-1P)**  
The purpose of the post is to provide support by extracting, loading and transforming (ETL) application data for relational databases by transforming business requirements into optimal system implementations.
- SALARY** : R697 011 per annum (all-inclusive package)
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A three year National Diploma or Degree in BSc (Computer Science); B Com (Information systems) or similar professional qualification (at least 360 credits) coupled with 6 years working experience in the Applications Services field of which 3 years was in a managerial role. Experience in the Management of Application Development life cycle will be an advantage. Subsequent Business Analysis, Programming, System Analysis, Object-Oriented Design (ODD) Software Debugging qualifications will be an advantage. Knowledge of Data Warehousing: Data Warehouse Design methodologies

and architecture, Design and Data Modeling, Data Warehousing experience utilizing OLAP toolset. Strong Oracle Data Integration suite (ODI) skills, working with multiple source/target systems such as Oracle, MS SQL Server, XML files, flat files, MS Access/Excel documents, Warehouse and ETL processes skills as well as ODI scheduling. Knowledge of Database: Domain Modeling, SQL (DDL & DML) and related tools. Strong PL/SQL skills. Advanced level of writing stored procedures, reading query plans, tuning, indexes and troubleshooting performance bottlenecks. Knowledge of BI Applications: Strong Oracle Business Intelligence Enterprise Edition (OBIEE) skills. Strong knowledge on OBIEE Security, Administration, Advanced features of OBIEE 12c. Ability to make assessments and informed design decisions that consider Development, Quality Assurance and Technology Operations (Configuration, etc.). Knowledge of SDLC: Analysis, enhancements, Version Control, releases, documentation, Integration Testing. Ability to facilitate system reviews, conduct business process analysis and functional gap analysis. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of laws, precedents, and government regulations around Government Finance (i.e. PFMA), SITA Act, Electronic Communications Act, etc. Knowledge of Business Applications fit on business continuity requirements with a specific focus on security and disaster recovery. Knowledge of Prince or PMBOK project management methodology. Knowledge of Oracle; Linux; Java; J2EE; ETL; Data Warehouse and change management software. Teamwork. General Verbal Communication. Software Architecture. Project management. Team collaboration. Ability to delegate. Emotional Intelligence. Demonstrable Commitment. Customer service orientation. Structured Approach.

**DUTIES**

: The successful candidate will be responsible for the following functions and include, but not limited to: Implement Application Development, Support, Maintenance and Adaptation of new Applications Technical Design: Designing technical architecture, configuring all components of the Data warehouse. Design ETL Scenarios and Procedures. Implementing the metadata layers and generating reports and dashboards. Design Technical OBIEE Report Specifications. Design technical Dashboards and navigation links. Participate in Technical/Functional Requirements meetings. Ensure all assigned designs fit into the overall architecture/design of Oracle BI solutions. Maintain data models continuously as modifications and enhancements are made. Create and Design data modelling for data marts or for specific subject area as per BRS. Design logic and physical Star Schema. Meet or exceed internal and external (customer) expectations based on delivery. Implement development objectives by analysing user requirements; envisioning system features and functionality. Complete application development by coordinating requirements, schedules, and activities. Enhance the quality of applications by improving the design or tuning for performance. Participate in the Code Review process and action the outcomes of the code review. Deliver code timeously to the test environment. Support, troubleshoot and resolve development and production problems across multiple environments and operating platforms. Supports users by developing documentation and assistance tools. Ensures operation by training internal client personnel; providing support. Document, review and execute all requirements for releasing of code. Manage the provision of Application Management services to the organization: Ensure task activities are managed daily with estimates and deadlines. Plan delivery commitment such that deliverables does not unnecessarily move between releases. Ensure no delays accrue due to misunderstanding of requirements. Ensure quality control over output by ensuring policies and procedures are followed. Share technical assistance, guidance and advise within the team. Manage potential Application Management risks: Identify production problems (network, application, database, connectivity, performance problems) with proposed solutions with follow up of execution of approach. Check that all Applications Management Audit Report queries are addressed to eliminate or mitigate the associated risks. Raise risks with management early. Plan capacity requirements: Assess IT infrastructure requirements so that Application Management processes and procedures run smoothly. Plan execution of own work (estimate duration for new/existing requirements – project plan with dependencies). Facilitate business partnering: Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Provide Application Management support and advice to the Design COE with regard to relevant applications

solutions to problems raised by managers. Contribute to Client meetings, demonstrating Application Management capability when required.

**ENQUIRIES  
FOR ATTENTION  
NOTE**

: Ms Thenjiwe Gasa Tel No: 012 319 1304  
: Ms Thenjiwe Gasa – Recruitment  
: One Senior Business Intelligence Developer– ICT position is currently available at the Government Pensions Administration Agency: ICT Division. This position will be filled as a permanent position. Employment Equity target for the post is African, Indian or Coloured males or females or people with disabilities. Candidates of the specified groups are encouraged to apply.

**POST 32/15**

: **ASSISTANT MANAGER: PERFORMANCE AUDIT (REF NO: ASM/PA/2018/08-PRA)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R356 289 per annum (basic salary) Level 09  
: Pretoria Office  
: A Recognized three-year Bachelor's Degree/National Diploma (360 credits/NQF6) in Internal Audit with at least four (4) years' experience in Internal Auditing of which two (2) years should be in a Performance Audit role. At least two years supervisory experience will be an advantage; Certified Internal Auditor will be an advantage. A Performance Audit qualification will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office suite. Computer literacy in TeamMate and ACL will be an advantage. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel Management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Knowledge of relevant systems. Service delivery innovation. Client Orientation and customer focus. 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 successful incumbent of this position will be responsible for Performance Audit which includes the following, but not limited to: Planning: Performance audit: Assist with coordinating the Performance Audit plan. Conduct preliminary survey for each project. Develop system description and risk control matrix for each project. Develop audit criteria and programme. Execute performance audit projects: Execute and finalise the performance audit projects allocated on TeamMate and usage of ACL according to the agreed deadlines and quality standards. Discuss and resolve informal queries with clients. Gathering evidence about operations of a department under review. Evaluate the evidence gathered. Determine whether the operations of a department meet acceptable standards. Assess the economy, efficiency and effectiveness of controls and operations. Follow up action plans as they become due. Reporting: Issue a draft report for each performance audit project. Assist with achieving the resolution of problems identified. Conduct continuous monitoring and evaluation of the progress against the approved Performance Audit plan. Assist with analysis and contribute to recommendations made to improve policies, procedures, processes, measurements and expenditure. Keep abreast of global trends, new developments in the Performance Audit environment and emerging technologies. Issue follow up reports as actions plans become due. Update the findings register. Compliance: Comply with the SPPIA. Contribute to the quality of Performance Audits. Comply with Government, GPAA and Internal Audit methodology, policies, procedures, prescripts, regulations, acts and laws. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

**ENQUIRIES  
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NOTE**

: Ms Felicia Mahlaba Tel No: 012 319 1455  
: Ms Felicia Mahlaba – Recruitment  
: One Assistant Manager: Performance Audit position is currently available at the Government Pensions Administration Agency. To provide Performance Audit service for GPAA. This position will be filled as a permanent position. Employment Equity target for the post is Coloured or Indian males/females, or White females or people with disabilities. Candidates of the specified groups are encouraged to apply.

<b><u>POST 32/16</u></b>	:	<p><b><u>ASSISTANT MANAGER - SYSTEM ADMINISTRATION (REF NO: ASD/SA/2018/08-1P)</u></b></p> <p>The purpose of the post is to manage and maintain the functionality of all ICT systems and their deployment.</p>
<b><u>SALARY</u></b>	:	R356 289 per annum (basic salary)
<b><u>CENTRE</u></b>	:	Pretoria Office
<b><u>REQUIREMENTS</u></b>	:	<p>A three year National Diploma/Degree in Information Technology or similar professional qualification (at least 360 credits) coupled with 4 years working experience in the ICT system Administration field of which 2 years was in a supervisory role/Managerial role. ITIL courses will be an added advantage. Experience in Identity- and Access Management will be an advantage. The manager will be required to work outside normal working hours to attend to GPAA Calendar items to attend to pensioner increases, annual actuarial activities and migration events. The manager will be required to work outside normal working hours to support employees working overtime and attending to GPAA client relationship management activities. Knowledge of system administration, user- and access management. Knowledge of system administration systems and utilities. Knowledge of technical requirements for modern flexible working office environments and skills to operate as a consultant internally. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of Business Applications fit on business continuity requirements with a specific focus on knowledge management. High level of communication skills. Initiative. Project management skills. Emotional intelligence. Strategic decision making. Integrity. Leadership. Collaboration. Ability to see the big picture. Delegation. Customer service orientation. Demonstrable commitment.</p>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for the following functions and include, but not limited to: Manage System Administration Activities: Plan, organize, control and evaluate the operations of information systems in respect of system- and access administration. Develop and implement policies and procedures for deployed system- and access administration functionality. Manage information systems contractors and service level agreements supplying system- and access management products and services. Planning and coordination of hardware and software installation and upgrades required in the identity- and access management areas. Manage the implementation of identity- and access management products and components. Plan and manage personnel equipment requirements. Manage service desk for external users. Allocate and manage workload for service desk. Management of system- and application profiles and roles with process owners. Manage operation of System Administration: Assist system administrators with day-to-day activities and escalations. Built and maintain positive internal and external client relationships. Process service requests within the agreed SLA's. Compliance to standard operating procedures and policies as deployed in the system administration environment. Maintenance of system profiles and –roles. Maintenance of user ID's (creation, maintenance and deactivation). Facilitate requests for access to external institutions and applications. Outside normal business hours support to end users. Outside normal business hours support required for release management activities. User assistance. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Unit Management: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues</p>

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identified. Implement controls within the section which minimize potential risk to stakeholders.

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- : Ms Thenjiwe Gasa – Recruitment
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