

## 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** : 10 September 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.

## OTHER POST

- POST 34/04** : **MANAGER: PHYSICAL SECURITY (REF NO: M/PS/2018/08 -1P)**
- SALARY** : R697 011 per annum (all-inclusive package) Level 11
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : Recognized three-year National Diploma/ Degree (360 credits) with at least Six (6) years appropriate proven experience in the field of physical security ideally within Public Service of which three years should be in the field of security supervision/managerial role. Computer literacy that include a good working knowledge of Microsoft Office products. A relevant NIA security management course will be an advantage. PSIRA Grade A registered. Valid driver's license (code 8). Excellent verbal and written communication skills are essential.

Knowledge of the Access Control to Public Premises and Vehicles Act, Firearm Control Act, Criminal Procedure Act, Fire Brigade Act, Disaster Management Act, Occupational Health and Safety Act, MISS and other relevant and applicable security directives, legislations and regulations. Experience in policy implementation and formulation of plans. Knowledge of investigations. Understanding of electronic security systems. Policy formulation. Knowledge of Fire regulations. Understanding and managing security risks. Conducting research. Investigations awareness programme. Knowledge of Occupation Health and Safety Act. Knowledge of National Information Security Policy. Knowledge of Control of Access to Public Premises and Vehicles Act. Knowledge of security directives (NIA, SAPS, NPA). Knowledge of Security breaches and investigations. Interpersonal sensitivity. Customer orientated. Effective report writing skills. Problem solving and analysis. Emergency and crisis management. Surveillance Rules and Techniques. Observation, situation analysis skills. Ethical business conduct. Reliable, capable of being entrusted with sensitive information. Good communication skills both verbal and spoken. Good reporting skills. Good interpersonal skills. Conflict resolution and negotiations skills. Operating and auditing skills. Disaster and recovery skills. Good analytical and innovative thinking skills. Honesty and integrity. Non aggressive, cautions and disciplined. Assertive, precise. Able to work in teams and independently. Co-operative, good communicator in various languages. Flexibility, well spoken, receptive to suggestions. Self- driven, ability to work under pressure.

**DUTIES**

: The successful candidate will be responsible for the management of the Physical Security unit, which inter alia include but is not limited to: Manage the total security function of the GPAA: Create an enabling environment for the GPAA to achieve its strategic goals by providing guidance to the Facilities Senior Manager to develop, implement and maintain security policies, procedures, and processes, in accordance with best practice standards, frameworks and regulations. Develop, implement and monitor achievement of an effective Business Plan and budget for Security to support the achievement of GPAA's strategic objectives. Identify risks and threats to the security of the GPAA, and vulnerabilities in the organisational capacity to counter such; Develop and implement appropriate security measures and procedures. Ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications, computers and surveillance activities; Advise management regarding the security implications of executive decisions. Facilitate the management of security-related issues by the Security Committee. Ensure the effective management of vetting applications and security clearances. Ensure effective management of company and company's employees screening. Maintain records of security incidents. Manage fire system throughout GPAA offices. Manage Occupational Health and Safety. Develop and implement processes for physical security services: Develop physical security risk assessment process. Respond to physical security incidents and assess impact of incidents. Develop policies and procedures. Conduct investigations into security breaches and maintain incident-tracking database. Assess the impact of incidents and make recommendations. Render required physical security services to related contractors/ provinces and agencies. Perform and develop physical security risk assessment processes such as threat and risk assessment, appraisals and security audits. Interact with law enforcement, security related and relevant external and internal organizations and authorities. Provide event security control management. To drive the operational management of the Physical Security Unit to ensure that a condition of security is maintained on an acceptable level and Ensure effective implementation of the Minimum Information Security Standards (MISS), Minimum Physical Security Standards and compliance with Control Access of Public Premises and Vehicles Act 53 of 1985. Develop and implement physical security and vetting policies and procedures on the basis of the risk profile of at the GPAA offices: Develop and implement both physical security and vetting policies. Ensure that all employees are trained on both security policies and procedures. Ensure compliance with security policies. Ensure proper maintenance of both policies. Evaluate and optimise the effective implementation of appropriate security measures and procedures: Liaise with various security managers to evaluate the nature, extent, impact and probability of security risks and threats

directed at the GPAA, to develop a security risk assessment report for GPAA Management. Develop appropriate control and counter measures (i.e. preventative strategies) to minimise and manage identified security risks and threats. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts. Provide Physical Security Services: Compile duty rosters for 24 hour security in organization Ensure staff is trained. Ensure security surveillance equipment is properly installed. Conduct physical security awareness and training programs. Provide physical security management reports on all projects and initiatives. Develop and implement security-related training and awareness programmes: Facilitate the development and maintenance of a security training capacity. Manage and coordinate the creation of awareness of Physical security and vetting requirements, through various communication channels available to obtain cooperation and support from GPAA staff. Interact with security-related and relevant authorities: Liaise and interact regarding planned and unplanned inspections. Liaise regarding information security. Liaise regarding physical security requirements and problems, and measures to address.

**ENQUIRIES  
FOR ATTENTION  
NOTE**

: Mr Tumisho Manaka Tel No: 012 319 1075  
 : Mr Tumisho Manaka – Recruitment  
 : One position of Manager: Physical Security is currently available at the Government Pensions Administration Agency: Pretoria Office. This position will be filled permanently. Employment Equity target for the post is African, Coloured, Indian or White female candidates or persons with a disability. Candidates of the specified groups are encouraged to apply.

**POST 34/05**

: **SENIOR STATE ACCOUNTANT: EMPLOYEE BENEFITS ACCOUNTING  
GENERAL LEDGER (REF NO: SSA/EBA-GL/2018/06 – 1P/08RA)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R299 709 per annum (basic salary) Level 08  
 : Pretoria Head Office  
 : A Recognized three-year National Diploma/Bachelor's Degree or equivalent three year qualification (360 credits/NQF6) in Finance (Accounting as a subject). Three (3) years appropriate proven experience in a financial accounting environment of which one (1) year should be in a supervisory role. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Public Finance and Management Act. Knowledge of General ledger bookkeeping. Knowledge of Financial accounting. Knowledge of Government Employees Pension Rules and Legislations. Analytical thinking. Customer relations. Problem solving. Communication skills. Ability to work in a team. Ability to work accurately and independently. Honesty/integrity. Hard working. Attention to detail.

**DUTIES**

: The key outputs for this position include, but are not limited to: Administration of General Ledger transactions: Perform reconciliations relating to employee benefits general ledger accounts; Process journal entries and corrections; Follow-up on differences and make the relevant corrections; Attend to audit queries relating to employee benefits general ledger accounts. Render financial accounting services, monitoring and ensuring that procedures are adhered to: Review payments relating to maintenance orders; magistrate courts or beneficiaries; Review and confirm new and updated pay points; Review and confirm journal entries; Ensure that deductions of maintenance orders are implemented; Ensure that payment schedules are sent after each payment run; Ensure that pension pay-out is claimed from departments; and enquiries are attended to. Manual calculation of AIPF and TEPF year-end provision for benefits payable: Review membership and pensioner roll reconciliations; Review payment calculations of exited members; Request reports and identify suspended pensioners; Calculate AIPF and TEPF year-end

provision for benefits payable; and Timeous resolution of audit queries. Effective management reporting: Ensure that benefit payment statistics are provided monthly to management. Supervision of the staff: Allocate work according to skills and competencies of subordinates; Manage staff performance; Develop, train and coach; Maintain discipline; and Ensure that subordinates are informed about changes in work environment or management decisions.

**ENQUIRIES**  
**FOR ATTENTION**  
**NOTE**

- : Ms Felicia Mahlaba Tel No: 012 319 1455
- : Ms Felicia Mahlaba– Recruitment
- : One Senior State Accountant: EB Accounting position is currently available at GPAA. The successful incumbent will prepare general ledger reconciliations and render effective and efficient financial administration support services. The post will be filled permanently. Employment Equity targets for the post is African, Coloured or Indian male/female or people with disability. Candidates of the specified groups are encouraged to apply.