

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** : Mr Tumisho Manaka– Recruitment
- CLOSING DATE** : 28 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. 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-employments 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 37/04** : **ASSISTANT MANAGER: HUMAN RESOURCES DEVELOPMENT REF NO: (ASM/HRD/2018/09-1P)**
- SALARY** : R356 289 per annum (basic salary)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Recognized three-year qualification (360 credits/NQF6) in Human Resources Management/Human Resources Development with at least 4 years' experience in Human Resources Training and Development field of which at least two years involved supervising or management of staff. Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). A valid driver's licence is mandatory of at least 2

years old (certified copy must be attached). Knowledge of training and development. Knowledge of Skills Development Act and related legislation. Knowledge of PFMA. Good customer relations skills. Good problem solving skills. Good communications skills both verbal and written. Good interpersonal relations. Ability to work independently. Deadline driven. Strategic planning. Good analytical skills. Good negotiation skills. Good facilitation skills. Good report writing skills. Outgoing personality. Ability to work in a team.

DUTIES

: The successful incumbent of this position will be responsible for assisting the Manager in providing timely, accurate and relevant management information which includes the following, but not limited to: Implement the Workplace Skills Plan in line with the Human Resources Development Strategy: Develop a training schedule and ensure that the schedule supports the requirements of the Skills Development Strategy and Workplace Skills Plan. Prioritize training delivery in line with GPAA strategy. Appoint the relevant training/service providers in line with SCM. Ensure quality training is provided to ensure performance improvement. Ensure adherence of external service providers to the Service Level Agreements (SLAs). Provide advisory services on issues pertaining training. Consult and negotiate with employee, management, unions and social partners. Development of Workplace Skills Plan and the Annual Training Report in line with legislative requirements: Conduct training needs analysis. Consolidate data to inform the Workplace Skills Plan. Compilation of monthly, quarterly and annual training report to the relevant stakeholders. Present to stakeholder groups and coordinate approval of the WSP/ATR for timeous submission to the relevant SETA. Management and alignment of training opportunities and individual requirements with bursary opportunities: Identify opportunities to be aligned to the bursary scheme. Make opportunities available to employees and external learners. Manage the administration of bursaries and report back to the relevant stakeholders. Ensure measurement of the Return on Investment (RoI). Review policies/processes when there is a need to. Development and implementation of the HRD Strategy: Development and monitor implementation of the HRD policies. Facilitate the process of development and review of HRD Strategy. Develop and submit annual HRD strategy implementation plan. Implement the HRD strategy. Develop and submit HRD strategy, annual implementation plan and monitoring report. Prepare and present quarterly reports to management. Monitor and evaluate implementation of the HRD strategy. Manage compliance in line with the education and training prescripts that support the training and development environment: Ensure compliance to the quality system as prescribed in the training and development prescripts. Compliance to support training and development initiatives. Develop and manage a Management Information System for training and development in the GPAA. Ensure training and development activities are aligned to other human resources processes and systems. Manage the implementation of the mentorship and coaching projects in the GPAA that includes internships, Learnership, In-service training, Talent and Succession Management, Recognition of Prior Learning etc: Ensure that development programmes are implemented effectively. Support the line managers and recipients of mentoring and coaching. Monitor the progress of the programmes and measure RoI. Address all challenges emanating from the implementation of the programmes. Manage implementation of other training and development interventions in line with the legislation, directives and resolutions taken (ABET and RPL): Manage the ABET and RPL projects. Manage the implementation of the directives and resolutions. Conduct knowledge assessment for placement of learners. Coordinate and facilitate ABET classes. Research and implement directives, resolutions and new training interventions. Ensure that GPAA employees are informed of such before implementation. Component Management: Effective management of staff and unit performance. Effective management of staff development and training according to PDP. Effective management of risks. Effective management of audit findings. Management of customer satisfaction levels.

ENQUIRIES
NOTE

: Mr Tumisho Manaka Tel No: 012 319 1075
: One position of an Assistant Manager: Human Resources Development in the Human Resources section is available at the Government Pensions Administration Agency. This position will be filled as a permanent position. Employment Equity

target for the post is Indian males/females or Coloured males/females and people with disabilities. Candidates of the specified groups are encouraged to apply.