

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.
- CLOSING DATE** : 12 November 2018, 12H00 No late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at <http://www.gpaa.gov.za>. Must be accompanied by a comprehensive CV (detailed dates of employment and duties performed) with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that don't meet the above requirements will be deemed as regret. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 43/12** : **ASSISTANT MANAGER: CASH FLOW MANAGEMENT REF NO: ASM/CFM/2018/10-1P**
The purpose of the role is to assist in managing cash flow for the relevant funds at GPAA to ensure optimal use of cash and accurate internal reporting.

- SALARY** : R356 289 per annum (Level 09) (basic salary)
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A recognized three year National Diploma/ Degree within the Financial Accounting field (at least 360 credits), with four (4) years Financial and Cash flow management experience of which two (2) years must have been in a supervisory role. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Cash flow management. Knowledge of General Ledger bookkeeping. Knowledge of International Financial Reporting Standards. Knowledge of Regulatory Reporting requirements for Retirement Funds in SA. Knowledge of Risk Management. Knowledge of PFMA and National Treasury Regulations. Conflict management skills. Written and verbal communication skills at all levels. Time Management skills. High level of reliability and adaptability. Ability to Multi-task. Ability to work under pressure. Ability to work in a team and independently. Attention to detail. Honesty and integrity.

- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Assist with Cash Flow Management: Assist with the review of daily cash flow movements, transfers between banks and PIC, and recording thereof. Assist with the review of clearing of the suspense account on a monthly basis. Supervise the recording of bank statement transactions into CIVPEN. Assist with the review of monthly bank reconciliations. Assist with the review of daily reconciliation of payments per the foreign bank statement to the submitted payment file. Assist with the monthly review of the intercompany balances between funds (GEPF, AIPF, TEPF, VOTE and GPAA) to ensure accuracy and completeness. Assist with the monitoring and review of cash flow management policies, controls and processes; assist with the resolution of audit queries relating to the Cash Flow Management unit and ensuring accurate and timely submission of responses. Assist with the development, implementation and maintenance of internal controls: Assist with the identification of risks relating to the unit. Assist with the design and implementation of internal controls to mitigate risks. Assist

with the alignment of internal controls with GPAA's policies and strategic objectives. Ensure continued adherence to developed and approved internal controls. Undertake corrective measures on deviation to internal controls. Oversee risk management processes within the cash flow management unit and implementation of action plans. Assist with the facilitation of cash flow management related projects: Assist with research on cash flow management related projects. Assist with the implementation of cash flow management project plans. Assist with maintaining effective relationships with all stakeholders. Assist with the provision of internal and financial reporting services: Assist with monthly reporting on cash flow projections and variances. Assist with quarterly reporting on Service Level Agreement (SLA) Compliance (i.e. investments and disinvestments of funds). Assist with reporting on annual cash flow projections (i.e. Contributions, Benefits etc.). Assist with monthly reporting on PMG bank balances to National Treasury. Assist with quarterly Risk Register reporting. Assist with preparation of monthly, quarterly, interim and annual cash flow statements. Assist with reviewing financial accounting policies and frameworks relating to cash flow management. Manage and develop 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
FOR ATTENTION
NOTE**

: Ms Zwonaka Makhani Tel No: 012 319 1075
 : Ms Zwonaka Makhani – Recruitment
 : One position of Assistant Manager: Cash Flow Management is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Employment Equity target for the post is Indian, Coloured, African male/female candidates or person with disability. Candidates of the specified groups are encouraged to apply.

POST 43/13

: **ASSISTANT MANAGER CONTRIBUTION MANAGEMENT REF NO: ASM/CM/10-2P**
 The purpose of the post is: To coordinate the administration of contribution management services and functions within GPAA.

**SALARY
CENTRE
REQUIREMENTS**

: R356 289 per annum (Level 09) (basic salary)
 : Pretoria Head Office
 : A Recognized three-year qualification (360 credits/NQF6) in Finance or related field with at least 4 years' experience in Contributions Management/Finance/Retirement Fund administration/processing environment of which it should include at least 2 year supervisory experience; Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook. Knowledge of Persal and CIVPEN will be an advantage. Knowledge of Employee Benefits. Knowledge of applicable legislation within Employee Benefit Section. Knowledge of Financial Administration. Knowledge of GEPF services and products. Knowledge of Project Management. Business analytical skills. Managerial, motivation and training skills. Planning and organising skills. Decision making and problem solving skills. Good communication skills. Interpersonal skills. Customer oriented.

DUTIES

: The successful incumbent of the position will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure Administration and Management of Contribution Collection and billing run reconciliation. Manage collection and allocation of contributions received. Reconcile IRP5 SARS returns against National Treasury Transversal Systems. Monthly reviews of general ledger reconciliation and other reconciliation of contributions and Purchase of service. Assist with the preparation for financial year end provisions and trial balance. Reconcile all Manual employers reconciliation per employer to compile the provisions for outstanding and overpayment of contributions to ensure that year- end balance is correctly stated in the financial statements. Accurate maintenance and safekeeping of accounting records. Compile members roll for AIPF and TEPF and GEPF manual members as well as GEPF members for electronic members. Assist with uploading, deleting and maintenance of Persal Pay Points. Manage and maintain accounting books of additional liability claims. Reconcile additional liability claims for each Employer to ensure that financial year end balance is correctly stated in the financial statements. Authorise the journals created on billing. Raise Manual Contributions Debts by executing the billing run. Reconcile S drive reconciliation with billing run balances to confirm if billing run balance with S drive

reconciliation and request journals to amend the errors identified. Monitor the update and cleanse member and employer data on CIVPEN. Update of member and employers codes. Assist with the identification of defective and missing data within member's records and facilitate correction thereof. Follow up with the employer to have the necessary exit documents submitted. Liaise with Membership to admin and exit members (update members records). Ensure that all contributing members have been admitted and active. Effective management of printing and issuing of benefit statements. Ensure that all benefit statements are printed within the SLA agreement period and provide statistics. Compile monthly stats from EDMS GPAA reports and follow up on errors identified. Ensure the Process of Z102/Exit Management. Manage calculation and confirmation of member and employer contributions through Z102 processing. Manage the process of salary confirmation on the system. Review and refine Z102 processing within contribution. Liaise with members and Employers by responding to queries within 5 days in accordance with the relevant guidelines and legislation. Updating and maintaining status of incoming and completed cases. Assisting in resolving complicated cases and providing guidance. Management reporting and administration. Provide quarterly, monthly MIS and weekly reports on contributions, Purchase of service and Z102 statistics. Provide APP evidence to monitoring and evaluations quarterly. Reduction of internal and external audit findings - significant findings and unmodified audit opinion. Prepare the status report on "S" cases identified in a timely manner. Sound financial management and controls. Compliance to stakeholder SLA's. Risk mitigation. Assist with management of audit process. Liaison with internal and external auditors. Preparation and provision of the year-end audit file/s Preparation and provision of additional information required by auditors. Resolutions of internal and external audit queries. Implementation of internal and external recommendation. Manage and development of staff. Compile work plans for the section, including consolidation of operational plans within the directorate's overall work plan. Allocate work according to skills and competencies. Effective management of Section staff performance. Develop, train and coach staff. Maintain discipline. Monitor staff regarding Human Resource such as leave, recruitment and grievances. Ensure that subordinates are informed about changes in work environment or management decisions.

**ENQUIRIES
FOR ATTENTION
NOTE**

- : Ms Mapule Mahlangu Tel No: 012 399 2639
- : Ms Mapule Mahlangu– Recruitment
- : Two positions for Assistant Manager: Contribution Management are currently available within EB Finance Contributions Management unit of the GPAA. The positions will be filled as permanent positions. Note: Employment Equity target for the post is Coloured or Indian male or female and people with disability. Candidates of the specified groups are encouraged to apply.

POST 43/14

- : **PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION PROCESSING
REF NO: PBAP/EBOPS/2018/10-1P**
- : The purpose of the role is to provide administrative support for the processing and payments of claims.

**SALARY
CENTRE
REQUIREMENTS**

- : R196 407 (basic salary) (Level 06)
- : Pretoria Head Office
- : An appropriate three (3) year tertiary qualification (in administration/finance) with 18 months proven administration/processing experience in Retirement fund/Employee Benefits OR Senior Certificate (with Maths or Accounting as a passed subject) with 3 years proven administration/processing experience in Retirement fund/Employee Benefits environment. Knowledge of standards and procedures of claims processing. Analytical thinking. Computer literacy on Microsoft Office products. Good communication skills. Attention to detail. Customer orientation. Creative. Logical thinking. Production driven.

DUTIES

- : The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: Process Claims. Review applications/claims received for various types of exits or claims. Checking that all supporting documentation is attached as per the requirements of the specific scheme/fund. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member's information for inclusion in the benefits application form, where missing information is identified. Process payment of claims. Review the initial payment, based on a review of the particulars of the case. Reconcile purchase of service

figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether children indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of various funds/scheme. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.

ENQUIRIES
FOR ATTENTION
NOTE

- : Ms Mapule Mahlangu Tel No: 012 399 2639
- : Ms Mapule Mahlangu– Recruitment
- : A position for one Processor (EB Administrator) at EB Operations (Withdrawals) are currently available at the Government Pensions Administration Agency. This position will be filled permanently. Note: Employment Equity target for the post is African male or Coloured male/female and people with disability. Candidates of the specified groups are encouraged to apply.