

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** : 26 November 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 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 an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

- POST 45/06** : **MANAGER: FRAUD PREVENTION REF NO: MFP/2018/11-1PRA**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive package)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A relevant three year degree/national diploma or equivalent three year qualification (NQF6/360 credits) in Fraud Management/relevant environment with at least 6 years' experience in the fraud management/relevant environment of which three years should be in a management capacity. Applicants whose exposure in fraud awareness are within a pension fund/financial services environment will be an added advantage. Knowledge of applicable legislation in the field of fraud prevention. A valid driver's license. Computer literacy that include a good working knowledge of Microsoft Office products. Knowledge of Prescribed Regulations and

Policies, PFMA, Treasury Regulations of minimum anti-corruption capacity. Knowledge of Corporate Governance (King IV). Knowledge of Public Service Regulations. Knowledge of Ethics & Integrity management framework. Good management skills. Good interpersonal skills. Problem solving skills. Good communication skills (both verbal and written). Assertiveness. Pro-activeness. Team player.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but not limited to the following- Coordinate information dissemination and awareness campaigns: Organise information sessions and road shows to promote awareness of ethics, fraud, whistle-blowing, etc. within the Department. Identify risks and threats to the department and advise line managers on the department's capability to counter such threats and measures to be instituted. Liaise regularly with relevant internal and external structures and agencies. Initiate Fraud Awareness campaigns and training. Communicate threats in the appropriate forums. Monitor and implement fraud prevention strategy: Facilitate and conduct Risk and Fraud Awareness 21 Campaign for GPAA. Monitor monthly fraud statistics, consolidate quarterly and prepare report. Ensure that control measures recommended are being implemented. Report and communicate fraud information and awareness to the relevant stakeholders: Analyse the impact of fraud cases and make appropriate recommendations. Manage fraud hotline queries, calls and resolve escalated queries. Draft the monthly/weekly fraud awareness reports. Promote whistle blowing. Manage the development of fraud prevention policy and strategy: Develop required fraud prevention policies and procedures in line with Enterprise Wide Risk Management Policy. Develop fraud prevention strategy in line with fraud prevention policy. Develop action plans and mitigation plans related to fraud. Manage fraud prevention in the Department: Implement the fraud prevention plan, fraud detection strategy. Evaluate fraud and corruption database for trends analysis and ensure corrective actions. Review controls to avoid recurrence of fraud and corruption and ensure control improvement to prevent and minimize fraud. 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.

**ENQUIRIES
FOR ATTENTION
NOTE**

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

POST 45/07

: **ASSISTANT MANAGER: SYSTEM ADMINISTRATION REF NO: ASD/SA/2018/11-1PRA**
 The purpose of the post is to manage and maintain the functionality of all ICT systems and their deployment.

**SALARY
CENTRE
REQUIREMENTS**

: R356 289 per annum (Level 09) (basic salary)
 : Pretoria Office
 : A three year National Diploma/Degree (at least 360 credits) coupled with 4 years working experience in the System Administration field of which 2 years was in a supervisory role/Managerial role. ITIL foundation. Experience in Identity- and Access Management. 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.

DUTIES

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

ENQUIRIES
FOR ATTENTION
NOTE

: Mr Lesiba Sehlapelo Tel No: 012 399 2710
 : Mr Lesiba Sehlapelo – Recruitment
 : One Assistant Manager – System Administration position is currently available at the Government Pensions Administration Agency: Business Enablement 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 45/08 : **ASSISTANT MANAGER CHANGE MANAGEMENT REF NO: ASM/CHNGE/2018/11-1P**

The purpose of the role is to facilitate and implement change management programmes and process in achieving the GPAA strategic goals.

SALARY : R356 289 per annum (Level 09) (basic salary)
CENTRE : Pretoria Office

REQUIREMENTS : A three year National Diploma/Bachelor Degree (at least 360 credits) in the field of Human Resource Management/Industrial Psychology or Behavioural Science with four (4) years' experience within the Change Management and Transformation environment. PROSCI Change Management certificate will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Public Service Act, Policies and Regulations. Knowledge of Change Management and Transformation within the Public Service. Knowledge of Employment Equity Act. Presentation Skills. Analytical skills. Excellent written and verbal communication skills. Ability to communicate at all levels. Problem solving skills. Planning and organising skills. Ability to prioritize work. Ability to meet strict deadlines. Ability to produce and interpret statistical data. Attention to detail and accuracy. Report writing skills. Project Management skills. Change Management and Transformation skills. Customer orientated. Ability to deal with confidential matters.

DUTIES : The successful candidate will be responsible for the following, but not limited to: Ensure development and implementation of the change management strategy and programmes: Supports the process of developing change management strategy. Support development of change management materials, tools and content for the Department. Support communications with all clients and all levels of management, determines client needs and ensures that the needs in terms of all investigations are met. Supports facilitation of group sessions and discussions in workshops. Data capturing for Change Management projects. Engage with stakeholders to obtain buy-in to the change initiative. Provide feedback to stakeholders on change initiatives progress. Evaluate return on investment and adoption of changes in the organisation. Ensure successful business transformation: Compile the Employment Equity plan and reporting to the department of Labour. Compile the Gender Equality and Job access reporting and planning to the DPSA. Compile diversity plan and implement the plan. Management of disability, Gender and employment Equity mainstreaming. Facilitate the employee engagement programme: Assesses the change impact and readiness for change management initiatives, identify key barriers. Organize office logistical matters. Provide the need for and benefits of change. Develop survey material and tools to analyze culture of department. Management of the Business unit: Compile the work plans for sections including the consolidation of operational plans in to the directorate's overall work plan. Implement and maintain the policies and strategy pertaining to the business unit. Measure the effectiveness of strategy and implementation of policies on an ongoing basis and make recommendations to review and amend them appropriately.

ENQUIRIES : Mr Mapule Mahlangu Tel No: 012 399 2639

FOR ATTENTION : Ms Mapule Mahlangu – Recruitment

NOTE : One permanent Assistant Manager – Change Management position is currently available at the Government Pensions Administration Agency: HR Employee Relations Division. This position will be filled as a permanent position. Employment Equity target for the post is Indian or Coloured males or females or people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 45/09 : **ADMINISTRATIVE OFFICER: EMPLOYEE HEALTH AND WELLNESS REF NO: AO/EHW/2018/11-1P**

SALARY : R242 475 per annum (Level 07) (basic salary)
CENTRE : Pretoria Office

REQUIREMENTS : A relevant three year Bachelor Degree/National Diploma in the field of Health, Behavioural Science, Social Work, Psychology or equivalent three year qualification (at least 360 credits) with two years' experience within the Employee

Health Wellness and Human Resource environment. Registration with a professional body will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Public Service Act, Policies and Regulations. Knowledge of Employee, Health and Wellness (EHW) strategic framework. Knowledge of Employee, Health and Wellness (EHW) Policies. Presentation Skills. Analytical skills. Communication skills. Counselling skills. Problem solving skills. Planning and Organising skills. Report writing. Pro-active. Dead-line driven. Ability to work independently. Ability to work under pressure. Integrity. Honesty. Customer orientated.

DUTIES : The successful candidate will be responsible for but not limited to: Provide administrative support to the unit: Perform office administrative activities. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Order stationery and equipment for the section. Implement, monitor and provide administrative support and guidance on the implementation of EHWP strategic programmes: Provide administrative support and guidance in implementation of HIV & AIDS, TB and STI. Implement and provide administrative support and guidance on the Health and Productivity Management programmes and interventions. SHERQ programmes. Conduct HIV AIDS and Tuberculosis workplace programme through prevention strategies and compliance. Coordinate regular review of HIV AIDS and Tuberculosis programmes to enable evaluation in terms of efficacy, professionalism and outcomes. Maintain standard operating procedures and practices for EHW service delivery that ensures confidential, ethical and quality services. Implement and coordinate the SOPs: Implement standard operating procedures in line with the EHWP policies. Implement and ensure policies in line with the new developments in the field of EHW. Plan and evaluate work ensuring high quality service delivery. Research and advice management on improvement of quality standards. Promote a healthy life style and improve service delivery. Conduct awareness campaigns and capture statistics. Identify risk factors. Analyse data and compile reports regarding the findings and recommendations. Implement recommended interventions.

ENQUIRIES FOR ATTENTION NOTE : Felicia Mahlaba Tel No: 012 319 1455
 : Ms Felicia Mahlaba – Recruitment
 : One position of an Administrative Officer: Employee Health and Wellness is available to support the implementation of EHWP programmes in line with Employee Health and Wellness strategy in the GPAA. Employment Equity target for the post is Coloured or Indian male/females or people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 45/10 : **SUPPLY CHAIN ADMINISTRATOR: ACQUISITION MANAGEMENT REF NO: SCA-AM/SCM/2018/11-1C**

SALARY CENTRE REQUIREMENTS : R196 407 per annum (Level 06) (basic salary) plus 37% in lieu of benefits
 : Pretoria Office
 : An appropriate recognized three-year qualification in Supply Chain Management/Logistics or equivalent three year qualification (360 credits/NQF6) with 18 months experience in the Supply Management environment OR Grade 12 with three (3) years' experience in the Supply Chain Management environment. Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). Exposure/Knowledge of Accpac will be an advantage. Knowledge of PFMA, Treasury Regulations, PPPFA, SCM guidelines for Accounting Officers and related Prescripts. Knowledge of Public Sector Procurement processes, rules and regulations. Knowledge of Financial administration. Interpersonal relations skills. Effective organisational skills. Planning and decision making skills. Analytical and problem solving skills. Client orientation and customer focus. Communicate effectively at all levels. Work independently. Ability to work under pressure.

DUTIES : The successful candidate will be responsible for the following, but not limited to: Execution of the bidding process: Compile bid documents. Publish tender invitations. Receive and open of bid documents. Evaluate and adjudicate bids. Compilation of prospective list of providers for closed tender process: Compile terms of reference to invite service providers for an expression of interest. Receive,

evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Sourcing of goods and services above R500 000.00. Provide administrative support to the section: Perform office administrative activities. Organise office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment/appliances and refreshments (Bid Committee meetings) for the section.

ENQUIRIES
FOR ATTENTION
NOTE

- : Felicia Mahlaba Tel No: 012 319 1455
- : Ms Felicia Mahlaba – Recruitment
- : One position of Supply Chain Administrator: Acquisition Management at GPAA is available to render an acquisition management service through the execution of the bidding process, compilation of a list of service providers and the handling of urgent/emergency cases.