

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 Lesiba Sehlapelo– Recruitment
- CLOSING DATE** : 30 November 2018, 12H00 No late applications will be considered. No faxed / e-mailed / 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-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 and annual performance agreement and will be required to undergo a security clearance.
- ERRATUM:** Kindly note that the post of Manager: Fraud Prevention with Ref No: MFP/2018/11-1PRA, advertised in Public Service Vacancy Circular 45 dated 09 November 2018, has been withdrawn.

OTHER POST

- POST 46/20** : **SENIOR ADMINISTRATION OFFICER: TRANSFERS, APPOINTMENTS AND TERMINATIONS REF NO: (SAO/TAT/2018/11-1P)**
The purpose of the job is to effectively and efficiently supervise the Transfers, Appointments and Terminations section within GPAA.
- SALARY CENTRE** : R299 709 per annum (basic salary) Level 08
Pretoria Office

REQUIREMENTS

: A recognized 3 year tertiary qualification (at least 360 credits) with three (3) years appropriate proven experience within the Human Resource Management environment, with specific focus on appointments, terminations, transfers and contract administration, of which 1 year is in a supervisory role. Computer literacy in Microsoft packages and PERSAL Knowledge of Public Service Prescripts and Legislations Knowledge of Public Service Regulations Knowledge of Office Administration Knowledge of HR Policies and Procedures Knowledge of Labour Law, EE, Basic Conditions of Employment Knowledge of Public Service Act Knowledge of DPSA Determinations and Regulations. Must be analytical. Problem solving skills. Organizing and coordination, Interpersonal relations. Decision making and good judgement. Negotiation skills. Ability to prioritize urgent and confidential matters. Ability to communicate at all levels Ability to prioritize urgent and confidential matters Deadline driven Customer orientated. Work in a team. Adhering to business ethics. Ability to take responsibility Initiative. Long attention span Strive for excellence. Project management skills. Effective management of internal and external deadlines. Ability to work under pressure. Striving for excellence Objectivity. Accuracy.

DUTIES

: The following core areas of responsibility will apply amongst others: Implement all aspects of appointments, transfers, and terminations, payment of acting allowances, secondment, promotions, translations and administration of contract workers. Supervise that the necessary approval are received before doing appointments, terminations, transfers or resettlement Supervise that all contracts are prepared and provided to contract employees and correctly administered on Persal. Supervise that all relevant documentation is submitted and fully completed and verify documentation when required. Supervise that appointments are done on Persal one week after assumption of duty to ensure new employee receives salary. Ensure that Z102 is correctly captured and submitted within ten working days after last day of service. Ensure the correct and timeous payment of acting allowances. Do transactions on persal. Supervise that resettlement is paid according to the policy and to qualifying officials only Assist in maintaining the organizational structure on Persal. Implement processes and procedures of Human Resource Practices and Administration. Facilitate the adherence to Termination, Appointment and Transfers and other related policies in the GPAA. Facilitate the adherence to Labour Law, EE and Basic Conditions of Employment Act, Public Service Act, Public Service Regulations and DPSA regulations. Render technical advice regarding human resource policy and procedures. Supervision of staff. Allocate work according to skills and competencies. Manage staff performance Develop, train and coach staff Maintain discipline. Provide monthly statistics Ensure that subordinates are informed about changes in work environment or management decisions. General TAT administration processes. Ensure the safekeeping of personal information of GPAA employees in personnel files and/or electronically. Oversee the registry function in the TAT Section. Ensure that all documents are filed and files updated.

ENQUIRIES

: Mr Lesiba Sehlapelo Tel No: 012 399 2710

NOTE

: A position of Senior Administration Officer Transfers Appointments and Terminations is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Employment Equity target for the post is Coloured, White or African male and people with disability. Candidates of the specified groups are encouraged to apply. This position will be filled as a permanent position