

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** : 18 December 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 (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) 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 POSTS

- POST 48/45** : **RESEARCH AND POLICY MANAGER REF NO: RPM/SP/2018/11-1C**
12 months contract
The purpose of the role is to manage all research and policy development in the Department. Policy development and communication.
- SALARY** : R697 011 - R821 052 per annum (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree/N Dip or recognized 3 year tertiary qualification (at least 360 credits) in Management with six (6) years' appropriate strategic research and policy development experience which should include three years proven

supervisory/management experience. Computer literacy in Microsoft packages including MS Office Pro. Portfolio of evidence will be a prerequisite. Knowledge of Policy formulation. Knowledge of Research and Methodology. Knowledge of Qualitative and Quantitative research. Knowledge of Roman/Dutch and SA Law. Knowledge of process and workflow. Knowledge of Political Science. Knowledge of Risk Management. Project Management skills. English writing skills. Supervisory skills. Facilitation skills. Statistical analysis skills. Research skills. Professionalism. Ethical behaviour. Self-discipline. Motivator. Punctual. Target driven. Problem solving skills. Forecasting. Commitment. Inquisitiveness. Analytical. Attention to detail.

DUTIES : Oversee the revision and development of GPAA policies. Make recommendations for policy changes. Provide support and advice on policies and practices and the implementation thereof. Ensure availability of all policies to staff. Conduct training and awareness sessions on policies. Develop and circulate pamphlets / documentation regarding policies and implementation / changes. Develop articles for circulation to staff. Ensure all policies are available on the intranet. Maintain a policy repository-file, network and internet. Coordinate and facilitate research activities: Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies. Draft research specifications, based on needs analysis. Ensure research is conducted within set timeframe to meet policy requirements. Oversee quality control of research. Respond to internal and external research enquiries. Conduct research, using different research methodologies, within timeframes and budget. Compile formal findings report with substantiating statistics. Develop the research agenda for the GPAA and maintain protocols for internal and external research: Conduct needs analysis and identify areas of research. Prioritise research and provide feedback. Maintain research protocols. Maintain the repository of research products and facilitate dissemination of research results. Draft research reports. Manage and develop staff reporting to this position: Set, agree and monitor performance of direct reports, check that aligned with performance agreements. Identify development needs and succession planning requirements and provide coaching and mentoring as appropriate. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Ensure employment equity compliance. Monitor that individual outputs achieve business requirements. Recruit departmental staff using defined processes. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover. Motivate staff through the implementation of various recognition mechanisms. Facilitate communication through appropriate structures and systems. Enable knowledge sharing and knowledge transition processes, including sharing of best practices across the GPAA. Contribute input to performance feedback and coaching of team members.

ENQUIRIES FOR ATTENTION NOTE : Mr Lesiba Sehlapelo Tel No: 012 399 2710
 : Mr Lesiba Sehlapelo– Recruitment
 : One position for Research and Policy Manager: Strategy and Policy is currently available at the Government Pensions Administration Agency: Strategy and Policy Unit and will be a filled on a 12 months basis.

POST 48/46 : **BID ADJUDICATION COMMITTEE: SECRETARY REF NO: BACS/SCM/2018/11-1C**
 12 months contract

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08) (basic salary) plus 37% in lieu of benefits
 : Pretoria Office
 : A recognized Bachelor Degree/National Diploma qualification within the relevant field (Supply Chain Management) as recognized by SAQA (at least 360 credits) combined with three years' experience within the Supply Chain Management environment with specific reference to BAC secretarial experience. Preference will be given to candidates with Bidcom experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge and relevant experience in any procurement related software packages such as ACCPAC, SAP, BAS or LOGIS will be an added advantage. Excellent knowledge of applicable legislation such as PFMA, Treasury Regulations, Broad Based Black

Economic Empowerment Act, Preferential Procurement Policy Framework Act, Supply Chain Management Framework. In-depth knowledge of the code of conduct for Supply Chain Management Practitioners. Adherence to stipulations of the National Archives of South Africa Act, 1996 (Act No. 43 of 1996). Knowledge of Public Service Act, Policies and Regulations. Presentation skills. Analytical skills. Communication skills. Report writing. Problem solving skills. Planning and organisational skills. Pro-active. Dead-line driven. Able to work independently. Ability to work under pressure. Integrity and honesty. Customer oriented.

DUTIES

: The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Record Bid Adjudication committee proceedings and maintain records: Customize standard bid submissions. Assist with the administration of the bid adjudication process. File all related BAC records. Maintain mechanical and written records of proceedings (minutes). Arrange meeting venues and bookings for BAC sessions (logistical arrangements). Ensure compliance with National Treasury prescripts and related regulations and legislation. Facilitate the timeous publication of BAC packs and related documents on the BAC shared drive. Verify accuracy of submitted documents: Develop a BAC pack checklist. Assist evaluation teams with submissions for recommendation to the Bid Adjudication Committee (BAC). Develop and maintain BAC submission templates. Maintain accuracy and consistency of BAC resolutions. Manage BAC statistics regarding resolutions made. Manage matters arising on BAC minutes. Implement Bidcom resolutions: Draft BAC Action plans and make proper follow-ups. Trace and follow up memo's that need to be signed off. Distribute e-mails and information that is relevant to BAC. Governance of meeting Proceedings: Ensure that all BAC proceeding declarations are recorded. Check the quorum requirements of meeting proceedings. Ensure that all members are properly appointed before they assume duties. Co-ordinate compliance requirements in relation to urgent meetings and sessions.

ENQUIRIES
FOR ATTENTION
NOTE

: Ms Zwonaka Makhani Tel No: 012 319 1075
: Ms Zwonaka Makhani – Recruitment
: One position of BID Adjudication committee: Secretary is currently available at the Government Pensions Administration Agency. This position will be filled on a 12 months contract.