

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** : Ms Felicia Mahlaba – Recruitment
- CLOSING DATE** : 28 December 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 as 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 POST

- POST 50/06** : **EB ADMINISTRATOR: BENEFITS APPLICATION PROCESSING REF NO: EB.ADMIN-OPS/2018/12-22C**
12 months fixed term contract
Employee Benefits - Backlog Project
The purpose of the role is to provide administrative support for the processing and payments of claims.
- SALARY** : R196 407 (Level 06) plus 37% in lieu of benefits
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : 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 (ideally 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: administration, membership, payments, unclaimed or unpaid cases, pre-verification and contribution management: 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

: Ms Felicia Mahlaba Tel No: 012 319 1455

NOTE

: Various EB Administrator positions at EB Operations (Backlog) are currently available at the Government Pensions Administration Agency. These positions will be filled on a 12 months fixed term contract. Preference may be given to candidates who previously worked at the GPAA and were not dismissed or left due to ill health and who has exposure to membership, payments, unclaimed and unpaid cases, pre-verification, and contribution management.