ANNEXURE E

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: 01 February 2019, 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.

OTHER POSTS

POST 02/07: ASSISTANT MANAGER: INVESTMENT ACCOUNTING REF NO: (ASM: INVACC/2019/01-1P)

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

CENTRE: Pretoria Office

REQUIREMENTS: A recognized three year National Diploma/ Degree within the Financial Accounting field (at least 360 credits), with four (4) years’ experience in Financial Accounting of which two (2) years must have been in a supervisory role. Experience in investment accounting in the pension fund industry will be an added advantage. SAICA completed articles will be an added advantage. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of
The purpose of the job is to assist in managing the Fund’s (i.e. GEPF, AIPF and TEPF) investment accounting function. The successful candidate will be responsible for the following functions and include, but not limited to: Assist with management of General Ledger. Review general ledger reconciliations and any other reconciliations performed by the Unit. Review of investment reports. Resolve queries related to investment reports and review and authorize journal entries. Assist with financial reporting. Assist with preparation of monthly, quarterly, interim and annual financial statements and assist with reviewing of financial accounting policies and frameworks. Assist with management of audit processes. Assist with liaison with external and internal auditors. Assist with preparation and provision of year-end audit file. Assist with preparation and provision of additional information required by the auditors. Assist with resolutions of internal and external audit queries. Assist with the implementation of internal and external audit recommendations. Assist with investment accounting related projects. Assist with research on investment accounting related projects. Assist with implementation of investment accounting project plans and assist with maintaining an effective relationship with all stakeholders. 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.

Mr Ismael Radebe on 012 319 2299

A position of Assistant Manager Investment Accounting is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Employment Equity target for the post is Indian or Coloured male candidates or a person with disability. Candidates of the specified groups are encouraged to apply.

R242 475 per annum (basic salary) Level 07

Pretoria Office

An applicable three year B. Degree/N Dip or equivalent three year qualification (in the Finance field with 360 credits) combined with 2 years’ experience in Payroll Salary Administration. Computer literacy in MS Office. Working experience of ACCPAC, PERSAL and BAS. Knowledge of ACCPAC/BAS and PERSAL. Knowledge of PFMA and National Treasury Regulations. Knowledge of Regulatory Reporting requirements. Knowledge of Debtors recovery system. Knowledge of calculation of salaries and benefits. Planning and time management skills. Conflict management skills. Ability to communicate at all levels (written and verbal). Ability to work under pressure. High level of reliability and adaptability. Ability to multitask. Ability to work in a team and independently. Attention to detail. Honesty and integrity.

The purpose of the role is to render payroll related functions within the organization. The successful candidate will be responsible for the following functions and include, but not limited to: Process payments of allowances, benefits, third party payments, SMS and MMS arrears payment: Check supporting documentation; Calculate payment amount per allowance. Capture transaction on PERSAL in line with (standard operating procedures) SOP’s, legislation, policies, official rates and salary notches. Calculate payments and compile Memo for payments on the financial system. Review package structure and start date. Calculate arrears according to allowances and contributions. Filing of all documents. Processing debt: Issue acknowledgment of debt form and obtain
acknowledgment. Create debt on financial system. Follow-up on and recover debt. Calculate and create interest batch. Allocate and capture receipts, invoices, adjustments and credit/debit notes on the system. Prepare documents for summons to legal section. Track and trace of debtors. Compile progress report on status of debt. Prepare age analysis report for year end on in-service, out of service and third party. Filing of all documents. Process of employer contributions, third party, debtors and departmental deductions. Reconcile medical arrears. Create and maintain garnishee and maintenance of beneficiaries on the system. Verify balances on garnishee, administration and maintenance orders. Calculate employer contributions on medical aid and GEPF. Implement new membership on trade unions and medical aid. Capture transactions on the system. Terminate deductions on the system. Calculation and deduction of overpayments, debt and interest. Filing of documents. Process (Pay as you Earn) PAYE: Capture payments under correct IRP5 code. Accumulate manual payments on the relevant tax year IRP5. Balance the IRP5 by ensuring that SITE PAYE and total PAYE balance. Correct the IRP5 start and end date. Recalculate the IRP5. Refund or recover PAYE. Amend the tax indicator as recurring or non-recurring. Implement income tax numbers on salary records. Verify and capture the bank account where salaries are deposited, according to the SARS standards. Compile MEMO for manual SARS payments. Filing of documents. Process termination of service on payroll transactions: Recalculate leave credits and gratuities. Recalculate leave without pay leave taken in excess. Calculate pro-rata service bonus and salaries. Recalculate employer and member contributions on GEPF. Recall salaries via the Reserve Bank. Process partial or full salary reversal. Calculate final payments according to exit type and capture payment on the system. Calculate total debt and compile debt advice to HR. Filing of all documents.

ENQUIRIES : Mr Lesiba Sehlapelo Tel No: 012 399 2710
FOR ATTENTION : Mr Lesiba Sehlapelo – Recruitment
NOTE : Employment Equity target for the post is Indian male/female, Coloured male/female, African male candidates and people with disability. Candidates of the specified groups are encouraged to apply.