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

25 March 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 09/17 : PAYROLL: SENIOR STATE ACCOUNTANT REF NO: PAY-SSA/2019/03-1P
Finance

SALARY : R299 709 per annum (basic salary)
CENTRE : Pretoria Office
REQUIREMENTS : An applicable 3 year B. Degree or equivalent three year qualification (in the Finance field 360 credits) with 3 years' experience in salary administration/payroll of which one year should be in a supervisory role. A relevant payroll diploma/certificate would serve as an advantage. Experience in PERSAL/ACCPAC/BAS will serve as an advantage. Computer literacy in Microsoft Office especially MS Excel. Knowledge of Government Financial and Payroll

**DUTIES:**
The successful candidate will be responsible for providing comprehensive payroll services to all GPAA employees and stakeholders. Duties will include, but not limited to the following: Approve payments of allowances, benefits, third-party payments, SMS and MMS arrears payment. Verify supporting documentation. Verify payment amount per allowance. Approve transaction on PERSAL in line with SOPs, legislation, policies, official rates and salary notches. Verify payments and approve memo for payments on the financial systems. Verify package structure and start date. Verify and approve arrears according to allowances and contributions. Monitor the processing of debts: Review the acknowledgement of debt form. Review debt created on financial system. Ensure follow-ups on and recover debt. Review the calculation and approve interest batch. Check and approve the allocated invoices, receipt, adjustment and credit/debit notes on the system. Check prepared documents for summons to legal section. Write off of irrecoverable and uneconomical debt. Ensure the tracking and tracing of debtors. Create statement, receipts and invoices on the system. Review progress report on status of debt. Review age analysis report for year end on in-service, out of service and third party. Review the salary file and sign-off. Monitor the process of PAYE (pay as you earn): Approve payments under correct IRP5 code. Prepare monthly EMP201 for submission. Prepare bi-annual and year end EMP501. Approve accumulations on manual payments on the relevant tax year IRP5. Approve the transaction to balance the IRP5 by ensuring that SITE PAYE and total PAYE balance. Approve the correction of the IRP5 start and end date. Approve the recalculation of the IRP5. Approve the refund or recovery of PAYE. Approve the amendments of the tax indicator as recurring or non-recurring. Approve income tax numbers on salary records. Approve the bank account where salaries are deposited, according to the SARS standards. Approve memo for manual SARS payments. Monitor the processing of employer contributions, third party, debtors and departmental deductions: Review the reconciliation of medical arrears. Check and approve the beneficiaries on the garnishee and maintenance. Approve balances on garnishee, administration and maintenance orders. Review calculations on employer contributions on medical aid and GEPF. Approve new membership on trade unions and medical aid. Approve transactions on the system. Approve the termination of deductions on the system. Review and approve calculations and deductions of overpayments, debt and interest. Ensure the Termination of service on payroll transactions: Review the calculations of leave credits and gratuities. Recalculate leave without pay and leave taken in excess. Approve pro-rata service bonus and salaries. Review recalculations of employer and member contribution on GEPF. Review and recall salaries via the Reserve Bank. Approve the processing of partial or full salary reversal. Review calculations of final payments according to exit type and approve payment on the system. Review the calculations of total debt and approve debt advice. Supervision of staff: Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in the work environment or management decisions. Provide general query resolution and other related matters on payroll. Assist with audit queries. Solving general inquiries. Provide payroll journals to the relevant business unit. Ensure that payroll internal controls are adhered to.

**ENQUIRIES:** Felicia Mahlaba
**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
NOTE : Employment Equity target for the post is Indian, Coloured or White male candidates or Coloured or Indian females or a person with disability. Candidates of the specified groups are encouraged to apply.

POST 09/18 : ADMINISTRATOR: TAXATION (PROCESSES) REF NO: ADM/TAX/03-1P
Finance

SALARY : R196 407 (basic salary) (Level 06)
CENTRE : Pretoria Head Office


DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Effective administration of Garnishee orders from SARS. Implement garnishee orders from SARS (AA88's and IT88) (create); Compile IT88 and AA88 reports to SARS after every payment run; Ensure that proper collection of overpayments from SARS is done timeously. Process tax adjustment daily. Create/authorize tax refunds and recoveries; Create voluntary tax deductions as per pensioner instructions (TS01); Create journals on tax. To effectively administer the manual and electronic calculation of tax. Collation of individual information with regards to income tax; undertake the effective calculation of income tax electronically and manually; Capture data on electronic and manual tax calculation; Reconcile payment profile with tax master; Attend to audit queries and resolve them timeously. Provide the effective resolution of income tax related enquiries. Timeously attend to income tax related enquiries; Administrate continued adherence to relevant client care directives; Provide answers to call center, Walk-In Centre and regional offices on tax related issues. Request manual tax directives on ODS platform daily. Ensure that all ODS Tax requests are done daily; Ensure that once directive received Tax & payments are created in time and confirmed on the same day; Authorize tax deductions on Lump sum payments and update tax master correctly.

ENQUIRIES : Mapule Mahlangu Tel No: 012 399 2639
FOR ATTENTION : Ms Mapule Mahlangu– Recruitment
NOTE : One position for an Administrator: Taxation is currently available at Finance Section in GPAA. The position will be filled as a permanent position. Employment Equity target for the post is Indian or Coloured males and people with disability. Candidates of the specified groups are encouraged to apply.

POST 09/19 : CUSTOMER SERVICE AGENT WESTERN CAPE REGIONAL OFFICE (CAPE TOWN) REF NO: CSA/WC/03-1P
Client Services

SALARY : R196 407 (basic salary) (Level 06)
CENTRE : Western Cape Regional Office: Cape Town

REQUIREMENTS : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care OR Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in Western Cape Province may receive preference. Excellent problem solving skills. Excellent presentation skills. Excellent
communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.

DUTIES: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM. Handle all face to face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office. Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports. Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES: Mapule Mahlangu Tel No: 012 399 2639
FOR ATTENTION: Ms Mapule Mahlangu – Recruitment
NOTE: One Customer Service Agent position is currently available at Western Cape Regional office of the GPAA. The position will be filled as a permanent position. Employment Equity target for the post is Indian or White males/females and people with disability. Candidates of the specified groups are encouraged to apply.

POST 09/20: ADMINISTRATORS: TRACING REF NO: TA/2019/03-5C
12 months contract

SALARY: R196 407 per annum (basic salary) plus 37% in lieu of benefits, (Level 06)
CENTRE: Finance Unclaimed Benefits, Pretoria Office
REQUIREMENTS: An appropriate three year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in accounting/financial management of which 6 months should be in administration OR Senior Certificate/Grade 12 coupled with 3 years appropriate proven experience in accounting/financial management field of which 6 months should be in administration. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Knowledge of PFMA. Knowledge of Public Service Act (PSA). Integrity. Analytical Skills. Customer orientation. Ability to prioritize. Time management skills. Effective communication skills (written and verbal). Ability to work in a team. Problem solving skills. Ability to work under pressure. Deadline driven.

DUTIES: The purpose of the post is to provide administrative assistance in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. The incumbent of this position will be responsible for a wide variety of financial administrative tasks which include the following, but not limited to: Trace beneficiaries, Find contact details on ITC in order to identify candidates for unclaimed benefits. Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries. Rectify errors by updating the system with the correct information, provided by clients. Send unclaimed benefit cases successfully traced for re-issue. Check the system against documentation provided in order to avoid issues with processing. Send death benefit form to client in accordance with benefit to which he/she is entitled. Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Prepare cases for processing. Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits. Verify cases. Perform data integrity checks, following standard processes. Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Assistant Manager.
ENQUIRIES: Mr Lesiba Sehlapelo Tel No: 012 399 2710
FOR ATTENTION: Mr Lesiba Sehlapelo– Recruitment
NOTE: Employment Equity target for the post is Coloured or Indian males or people with disability. Candidates of the designated groups are encouraged to apply.