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: 05 April 2019 before 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. 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

These positions will be filled as 12 month contract positions
ICT
The purpose of the post is to maintain and manage the ICT store room and remove old ICT equipment from GPAA offices

SALARY: R242 475 per annum (Level 07) (basic salary) plus 37% in lieu of benefits
CENTRE: Pretoria Office
REQUIREMENTS: A three year National Diploma or Degree in Logistics/Purchasing/ICT related (at least 360 credits) coupled with 2 years working experience in Asset management and stores/Provisioning Administration. GPAA services & products (will be an
DUTIES

The successful candidate will be responsible for the following functions and include, but not limited to: Receiving and Safekeeping of goods in GPAA. Receive, store, pack and unpack goods from stores; Facilitate carrying and or moving goods; Delivering and conveying parcels or goods to be shipped to the GPAA Regional Offices; Collect ICT equipment form GPAA stores and confirm that the goods match the delivery note; Ship ICT equipment via the GPAA Dispatch, obtain all signatures on the BSS8 form. Mark packaging clearly with receiving contact details and arrange to barcode all ICT equipment when new equipment is received. Manage the old ICT Equipment in line with assets management legislatives. Collect old ICT equipment from GPAA Head Office users; Coordinate the collection of all old ICT equipment from all Satellite and Regional Offices. Ensure that ICT equipment meet an acceptable standard; Remove all old ICT equipment; Clean all ICT equipment before issuing to GPAA users. Manage the ICT Stores in GPAA. Keeping the ICT storerooms clean; Maintaining tidy and accurately marked racks and shelves; Conduct stores inventory counts; Keep storeroom clear of empty containers, and ICT equipment and shelves packed neatly and mark all shelves clearly as per product range. Compile Reports. Send weekly updated stock reports; Assist GPAA Auditors to search for ICT equipment not accounted for and update audit spreadsheets.

ENQUIRIES

Mapule Mahlangu Tel No: 012 399 2639

FOR ATTENTION

Ms Mapule Mahlangu– Recruitment

NOTE

Employment Equity target for the post is Indian/Coloured or African males/females or a person with disability. Candidates of the specified groups are encouraged to apply. Various ICT Service Assets and Configuration Storeman positions are currently available at the Government Pensions Administration Agency: ICT Division.

POST 11/18

ADMINISTRATOR: TRAINING AND DEVELOPMENT REF NO: HR/T&D/2019/03-1C

These positions will be filled as 12 month contract positions

Training and Development

The purpose of the role is to provide administrative support to the Training and Development Component within GPAA

SALARY

R196 407 per annum (Level 06) (basic salary) plus 37% in lieu of benefits

CENTRE

Pretoria Office

REQUIREMENTS

An appropriate 3 year tertiary qualification (Bachelor’s degree or an equivalent three year qualification with at least 360 credits/NQF 6) with 18 months proven experience in Training and Development or Grade 12 certificate with 3 years proven experience in Training and Development. Computer literacy that would include a good working knowledge of Microsoft Office products. Basic understanding of the PFMA. Knowledge of the processes of the Human Resource Development Administration. Knowledge of prescripts relating to Human Resource Development. Analytical skills. Excellent organizing skills. Document management. Administrative skills. Problem solving skills. Customer oriented. Ability to communicate at all levels. Outgoing personality. Ability to prioritise work and urgent matters. Ability to deal with confidential matters. Teamwork.

DUTIES

The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Render administrative support on the provisioning of the Training and Development Unit: Provide administrative support regarding access to skills development opportunities on the basis of individual development plans; Document management; Create and manage a database for learners and service providers; Update database for institutions; Check for accreditation of the qualification and registration of the institution; Ensure that the venues are booked for workshops and is conducive for training; Provide
ENQUIRIES : Ms Felicia Mahlaba Tel No: 012 319 1455
FOR ATTENTION : Ms Felicia Mahlaba – Recruitment
NOTE : One position for an HR Administrator: Training and Development is currently available at the Government Pensions Administration Agency: HRD. Note: Employment Equity target for the post is Coloured male/female or Indian females or African males or White male/female or a person with disability. Candidates of the specified groups are encouraged to apply.

POST 11/19 : RISK ADMINISTRATOR: ENTERPRISE WIDE RISK REF NO: RA/EWR/03-3C
12 Months Contract
Enterprise Wide Risk

SALARY : R196 407 per annum (Level 06) plus 37% in lieu of Benefits
CENTRE : Pretoria Office
REQUIREMENTS : An appropriate three year tertiary qualification in Risk Management or relevant field (at least 360 credits) with 18 months proven experience within the Enterprise Risk/relevant environment OR Grade 12 with three years proven experience within the Enterprise Risk/relevant environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel) and Barnowl. Knowledge of Corporate Governance (King IV). Knowledge of Risk Management Processes (COSO, ISO31000. Knowledge of Prescribed Regulations & Policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations & other Government prescripts. Good problem solving skills. Analytical skills. Good communication skills both written and verbal. Good planning and organizing skills. Assertiveness. Pro-activeness. Approachable and innovative. Team player.

monitoring (implementation of action plans). Print Reports from Barn Owl. Provide Administrative support to Risk Management Unit. Assist in Co-coordinating Risk Management Committee meetings. Prepare Risk Management Committee meeting packs before the meeting. Assist with any administrative duties to ensure effective operation of risks to the Risk Committee and the Unit.

ENQUIRIES
FOR ATTENTION : Mr Ismael Radebe Tel No: 012 399 2299
NOTE : Various positions for Risk Officers are currently available at the Government Pensions Administration Agency: Enterprise Wide Risk. These positions will be filled as a 12 month contract positions. Employment Equity target for the post is Coloured/Indian/White male/females or African males or people with disability. Candidates of the specified groups are encouraged to apply.