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: Mr Lesiba Sehlapeloo– Recruitment

CLOSING DATE: 10 May 2019 12h00 noon. No email or faxed applications/ No late applications, 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 15/03: STRATEGY ADMINISTRATOR REF NO: SA/SPB/2019/04-1C
12 months contract

SALARY: R208 584 (basic salary) per annum (Level 06) plus 37% in lieu of benefits

CENTRE: Strategy and Policy Pretoria

REQUIREMENTS: An appropriate three year tertiary qualification (at least 360 credits) preferably in Public Management / Public Administration/Policy Development with 18 months proven experience in strategy or Grade 12 with three years proven experience in strategy. Preference will be given to candidates with pension administration

DUTIES: The purpose of the role is to provide strategy administrative support to the Strategy, Policy and Business Continuity Unit. Overall strategy and coordination support: Provide overall strategy support to the Senior Manager: Strategy, Policy and Business Continuity Office; Assist with the development of the current financial year project plan for Strategic Plan and Annual Performance Plan Formulation. Support to Strategic Planning and Cascading Workshops: Provide strategy administrative support, including the co-ordination of Strategic planning and Cascading Workshops: Assist in the development of the overall GPAA Strategic Plan aligned to the Annual Performance Plan; Development of templates for the collection of information to be incorporated in the Strategic Plan and Annual Performance Plans. Strategy compliance support: Assist Business Units adhere to the Simple, Measurable, Attainable, Realistic, Tangible (SMART) principle when formulating their operational plan; Assist with the review of operational plans and record keeping of approved operational plan; Interact with different internal and external Stakeholders (National Treasury and GEPF). Support to ad hoc business unit projects: Provide regular support when needed to all ad hoc business unit projects.

ENQUIRIES: Mr Lesiba Sehlapelo Tel No: 012 399 2710

NOTE: Employment Equity target for the post is Coloured male/females or Indian male/female or White female or African male or people with disability. Candidates of the specified groups are encouraged to apply.

POST 15/04: RESEARCH AND POLICY ADMINISTRATOR REF NO: RPA/SPB/2019/04-1C

12 months contract

SALARY: R208 584 (basic salary) per annum (Level 06) plus 37% in lieu of benefits

CENTRE: Strategy and Policy Pretoria


DUTIES: The purpose of the position is to provide research and policy administrative support, and the co-ordination, implementation of policy review and development activities within the Strategy, Policy and Business Continuity Unit. Assist in conducting research activities on sector specific programmes: Assist in conducting needs analysis and identifying areas of research. Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies. Assist in the drafting of research specifications, based on needs analysis. Conduct research, using different research methodologies, within timeframes and
budget. Assist in responding to external and internal research enquiries. Assist in the compilation of formal research reports. Assist in maintaining the repository of research products and facilitate dissemination of research results. Implement and maintain a research library. Manage numbering and archiving system of researched products. Assist in recording and monitoring research project plans. Create access paths to academic journals. Interact with academic librarians. Assist in the development and review of new and existing policies for the Department: Analyse and identify out-dated policies per business unit in their order of importance for review. Assist in developing and revising business units’ policies. Assist in drafting new policies. Assist in the development and implementation of the checklist for all policies. Develop monthly reports. Support to ad hoc business unit projects: Provide regular support when needed to all ad hoc business unit projects.

ENQUIRIES

Mr Lesiba Sehlapeo Tel No: 012 399 2710

NOTE

Employment Equity target for the post is Coloured male/females or Indian male/female or White female or African male or people with disability. Candidates of the specified groups are encouraged to apply.