GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : Closing date: 12 July 2019 12h00 noon

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 (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) 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. No email or faxed applications/ No late applications, 12H00 No late applications will be considered. No faxed / e-mailed / late applications will be considered.

OTHER POST

POST 23/05 : MANAGER: PHYSICAL SECURITY – REF NO: M/PS/2019/06-1P
Permanently

SALARY : R733 257 Per Annum Total Cost to Company All Inclusive Package (Level 11)

CENTRE : Pretoria Office


DUTIES

The main purpose of this position is to manage the provision of Physical security services in the organization. The successful candidate will be responsible for the management of the Physical Security unit which inter alia include, but not limited to:

- Manage the total security function of the GPAA. Create an enabling environment for the GPAA to achieve its strategic goals by providing guidance to the Facilities Senior Manager to develop, implement and maintain security policies, procedures, and processes, in accordance with best practice standards, frameworks and regulations;
- Develop, implement and monitor achievement of an effective Business Plan and budget for Security to support the achievement of GPAA's strategic objectives; Identify risks and threats to the security of the GPAA, and vulnerabilities in the organizational capacity to counter such; Develop and implement appropriate security measures and procedures; Ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications, computers and surveillance activities; Advise management on executive decisions; Facilitate the management of security-related issues by the Security Committee; Ensure the effective management of vetting applications and security clearances; Ensure effective management of company and company’s employees screening; Maintain records of security incidents; Manage fire system throughout GPAA offices; Manage Occupational Health and Safety. Develop and implement processes for physical security services. Develop physical security risk assessment process; Respond to physical security incidents and assess impact of incidents; Develop policies and procedures; Conduct investigations into security breaches and maintain incident-tracking database; Assess the impact of incidents and make recommendations; Render required physical security services to related contractors/ provinces and agencies; Perform and develop physical security risk assessment processes such as threat and risk assessment, appraisals and security audits; Interact with law enforcement, security related and relevant external and internal organizations and authorities; Provide event security control management; To drive the operational management of the Physical Security Unit to ensure that a condition of security is maintained on an acceptable level and ensure effective implementation of the Minimum Information Security Standards (MIS), Minimum Physical Security Standards and compliance with Control Access of Public Premises and Vehicles Act 53 of 1985. Develop and implement physical security and vetting policies and procedures on the basis of the risk profile of the GPAA offices: Develop and implement both physical security and vetting policies; ensure that all employees are trained on both security policies and procedures; Ensure compliance with security policies; ensure proper maintenance of both policies. Evaluate and optimise the effective implementation of appropriate security measures and procedures. Liaise with various security managers to evaluate the nature, extent, impact and probability of security risks and threats directed at the GPAA, to develop a security risk assessment report for GPAA Management; Develop appropriate control and counter measures (i.e. preventative strategies) to minimise and manage identified security risks and threats. Manage all resources of the unit. Set, agree and monitor performance of direct reports, check that it is aligned with planned targets; Allocate work according to the individual workload, expertise, and developmental needs of the individual; Identify development and succession planning requirements; Ensure employment equity compliance; Monitor that outputs achieve business requirements; Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures; Motivate staff through the implementation of various reward mechanisms; Facilitate departmental communication through appropriate structures and systems; Manage the budget of the unit and monitor expenditure patterns as per the prescripts. Provide Physical Security Services. Compile duty rosters for 24 hour security in organization; Ensure staff is trained; Ensure security surveillance equipment is properly installed; Conduct physical security awareness and training programs; Provide physical security management reports on all projects and initiatives. Develop and implement security-related training and awareness programmes. Facilitate the development and maintenance of a security training
capacity; Manage and coordinate the creation of awareness of Physical security and vetting requirements, through various communication channels available to obtain cooperation and support from GPAA staff. Interact with security-related and relevant authorities. Liaise and interact regarding planned and unplanned inspections; Liaise regarding information security; Liaise regarding physical security requirements and problems, and measures to address. Note: One position of Manager: Physical Security is currently available at the Government Employees Pension Fund. Employment Equity target for the post is African, Colored, Indian or White female candidates or persons with a disability. Candidates of the specified groups are encouraged to apply.

ENQUIRIES: Ms Mapule Mahlangu on Tel no: 012 399 2639
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001