GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

ANNEXURE C

CLOSING DATE: 19 July 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 (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 candidate 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.

ERRATUM: Kindly note that on the post Manager: Physical Security REF (M/PS/2019/06-1P), advertised on Public Service Vacancy Circular 23 dated 28 June 2019, the EE is incorrect and should be replaced by “Employment Equity target for the post is Coloured, Indian, White Male and Coloured, Indian Female or persons with a disability. Candidates of the specified groups are encouraged to apply. Sorry for the inconvenience. Enquiries: Mapule Mahlangu on 012 399 2639

OTHER POST

Unclaimed Benefits and Re-Issues

SALARY: R733 257 per annum (Level 11) (all-inclusive package)

CENTRE: Pretoria Office
REQUIREMENTS:
A recognized three-year Bachelor’s Degree/National Diploma or equivalent three year qualification (360 credits) in the Financial Accounting field. Six (6) years appropriate proven experience in the field of finance of which three (3) years was in a managerial role. Computer literacy that includes a good working knowledge of Microsoft Office products Knowledge of Employee Benefits. Knowledge of Financial management. Knowledge of PFMA. Knowledge of GEPF service and products. Knowledge of relevant legal requirements, particularly BCEA and GPAA policies and procedures, including Public Service Act (PSA). Knowledge of project management. Knowledge of Training and Development. Knowledge of strategic planning. Analytical skills. Strong leadership and managerial skills. Planning and organising skills. Decision making and problem solving skills. Communication skills (verbal and written). Motivating skills. Ability to establish controls to monitor tasks. Persuasiveness and flexibility. Customer service orientation. Ability to take responsibility.

DUTIES:
The purpose of the post is to manage the Unclaimed Benefits and Re-issues Accounts. The incumbent of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to:
Management of accounts receivables: Review the age analysis of accounts receivable to ensure that it is in terms of the definition per the GEPF policy on debt policy. Engage ICT development division on new systems applicable on tracing and management of accounts receivable. Manage the success of accounts receivable management progress in line with the operational plan targets at all times. Manage the accounts receivable in collaboration with the payment division. Reduce accounts receivables cases and balances as required by the operational plans. Ensure all legislations, regulations and policies are complied with. Manage the implementation of the Unclaimed Benefits and Accounts Receivables Management strategy: Monitor the implementation of the operational plan for the two sub-directorates to support the achievement of Finance and GPAA’s strategic objectives. Manage, monitor and review the section policies, procedures and processes, to ensure compliance is in accordance with best practice and legislation. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the section. Manage the provision of best practice regarding section functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Management of Unclaimed Benefits: Review the population or data of unclaimed benefits to ensure that it is in terms of the definition per the GEPF policy on unclaimed benefits. Research with the pension fund industry on recent trends and tools used for tracing and managing unclaimed benefits. Engage ICT development division on new systems applicable on tracing and management of unclaimed benefits. Monitor the successes of these platforms and if no success, review and advise on better strategies. Manage the success of unclaimed benefits progress at all times and meet the operational plan targets. Manage the increase in unclaimed benefits in collaboration with the payment division. Set up processes and standard operating procedures that will result in paying the rightful beneficiary of the benefit and monitor the process. Reduce unclaimed benefits cases and amount as indicated on the APP targets. Financial controls and reporting: Develop templates for financial reporting and implement good systems of internal control for financial reporting. Monitor, review and improve these templates and controls for effectiveness. Review the monthly reports on unclaimed benefits and accounts receivables for correctness and fair presentation as required by stakeholders. Prepare presentations for different stakeholders as required on both unclaimed benefits and accounts receivable. Ensure the correctness of unclaimed benefits and accounts receivable notes on GEPF, AIPF and TEPF financial statements note. Ensure that all the audit findings and recommendations are implemented and resolved. Manage all resources of the
unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Manage the budget of the unit and monitor expenditure patterns as per the prescripts. 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. Stakeholder Engagement: Ensure that GEPF, AIPF, TEPF, National Treasury Programme 1 and GPAA requirements are taken care of at all times. Ensure that all the ad-hoc requested financial reports and financial analysis are prepared and presented to the satisfaction of these stakeholders. Arrange monthly meetings with the stakeholders to support the senior management on monthly performance assessments or reviews. Ensure the approved policies are implemented, monitored and reviewed where necessary. Develop and maintain relationships with all government departments, communities, churches, government structures including local government which are relevant for tracing activities.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

ENQUIRIES : Ismael Radebe Tel No: 012 319 2299
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 Ismael Radebe – Recruitment
NOTE : One position of Manager Unclaimed Benefits and Re-issues: Finance Section is available at the Government Pensions Administration Agency. This position will be filled as permanent position. Employment Equity target for the post is African, Coloured or Indian males or people with disability. Candidates of the designated groups are encouraged to apply.