ANNEXURE E

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 : 29-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 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 25/42 : SENIOR BUSINESS INTELLIGENCE DEVELOPER REF NO: SBID/ICT(2019/07-1PRA2)
ICT
The purpose of the post is to provide support by extracting, loading and transforming (ETL) application data for relational databases by transforming business requirements into optimal system implementations.

SALARY : R733 257 - R863 748 per annum (Level 11) (all-inclusive package)

CENTRE : Pretoria Office

REQUIREMENTS : A three year National Diploma or Degree in BSc (Computer Science); B Com (Information Systems) or similar professional qualification (at least 360 credits) coupled with 6 years working experience in the Applications Services field of
which 3 years was in a managerial role. Experience in the Management of Application Development life cycle will be an advantage. Subsequent Business Analysis, Programming, System Analysis, Object-Oriented Design (OOD) Software Debugging qualifications will be an advantage. Knowledge of Data Warehousing: Data Warehouse Design methodologies and architecture, Design and Data Modeling, Data Warehousing experience utilizing OLAP tools. Strong Oracle Data Integration suite (ODI) skills, working with multiple source/target systems such as Oracle, MS SQL Server, XML files, flat files, MS Access/Excel documents, Warehouse and ETL processes skills as well as ODI scheduling. Knowledge of Database: Domain Modeling, SQL (DDL & DML) and related tools. Strong PL/SQL skills. Advanced level of writing stored procedures, reading query plans, tuning, indexes and troubleshooting performance bottlenecks. Knowledge of BI Applications: Strong Oracle Business Intelligence Enterprise Edition (OBIEE) skills. Strong knowledge on OBIEE Security, Administration, Advanced features of OBIEE 12c. Ability to make assessments and informed design decisions that consider Development, Quality Assurance and Technology Operations (Configuration, etc.). Knowledge of SDLC: Analysis, enhancements, Version Control, releases, documentation, Integration Testing. Ability to facilitate system reviews, conduct business process analysis and functional gap analysis. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of laws, precedents, and government regulations around Government Finance (i.e. PFMA), SITA Act, Electronic Communications Act, etc. Knowledge of Business Applications fit on business continuity requirements with a specific focus on security and disaster recovery. Knowledge of Prince or PMBOK project management methodology. Knowledge of Oracle; Linux; Java; J2EE; ETL; Data Warehouse and change management software. Teamwork. General verbal Communication. Software Architecture. Project management. Team collaboration. Ability to delegate. Emotional Intelligence. Demonstrable Commitment. Customer service orientation. Structured Approach.

The successful candidate will be responsible for the following functions and include, but not limited to: Implement Application Development, Support, Maintenance and Adaptation of new Applications Technical Design. Designing technical architecture, configuring all components of the Data warehouse. Design ETL Scenarios and Procedures. Implementing the metadata layers and generating reports and dashboards. Design Technical OBIEE Report Specifications. Design technical Dashboards and navigation links. Participate in Technical/Functional Requirements meetings. Ensure all assigned designs fit into the overall architecture/design of Oracle BI solutions. Maintain data models continuously as modifications and enhancements are made. Create and Design data modeling for data marts or for specific subject area as per BRS. Design logic and physical Star Schema. Meet or exceed internal and external (customer) expectations based on delivery. Implement development objectives by analyzing user requirements; envisioning system features and functionality. Complete application development by coordinating requirements, schedules, and activities. Enhance the quality of applications by improving the design or tuning for performance. Participate in the Code Review process and action the outcomes of the code review. Deliver code timeously to the test environment. Support, troubleshoot and resolve development and production problems across multiple environments and operating platforms. Supports users by developing documentation and assistance tools. Ensures operation by training internal client personnel; providing support. Document, review and execute all requirements for releasing of code. Manage the provision of Application Management services to the organization: Ensure task activities are managed daily with estimates and deadlines. Plan delivery commitment such that deliverables does not unnecessarily move between releases. Ensure no delays accrue due to misunderstanding of requirements. Ensure quality control over output by ensuring policies and procedures are followed. Share technical assistance, guidance and advise within the team. Manage potential Application Management risks. Identify production problems (network, application, database, connectivity, performance problems) with proposed solutions with follow up of execution of approach. Check that all Applications Management Audit Report queries are addressed to eliminate or mitigate the associated
risks. Raise risks with management early. Plan capacity requirements. Assess IT infrastructure requirements so that Application Management processes and procedures run smoothly. Plan execution of own work (estimate duration for new/existing requirements – project plan with dependencies). Facilitate business partnering. Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Provide Application Management support and advice to the Design COE with regard to relevant applications solutions to problems raised by managers. Contribute to Client meetings, demonstrating Application Management capability when required.

ENQUIRIES:
Lesiba Sehlapelo Tel No: 012 399 2710
FOR ATTENTION:
Mr Lesiba Sehlapelo – Recruitment
NOTE:
Employment Equity target for the post is African, Indian, or Coloured males/females or people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 25/43:
MANAGER: FUNERAL BENEFIT AND PENSIONER MAINTENANCE REF NO: M/FB & PM/2019/07-1P
EB Operations

SALARY:
R733 257 - R863 748 per annum (Level 11) (all-inclusive package)

CENTRE:
Pretoria Office

REQUIREMENTS:
A relevant three-year Bachelor’s Degree/N Dip or equivalent three year qualification (360 credits) with six (6) years appropriate proven experience in the field of Retirement Fund or Employee Benefits Administration of which three (3) years was in a managerial role. Excellent knowledge of applicable legislation and familiarity with the various types of death benefits and pensioner maintenance responsibilities administered by GPAA will be an added advantage. Computer literacy that includes a good working knowledge of Microsoft Office products and a good understanding of the CIVPEN system will be an added advantage. Knowledge of Employee Benefits and applicable legislation. Commercial awareness. Knowledge of GEPF services and products. Knowledge of relevant Legal requirements, particularly BCEA and GPAA policies and procedures, including Public Service Act. Good analytical skills. Strong leadership and managerial skills. Good planning and organizing skills. Decision making and problem solving skills. Good communications skills, both verbal and written. Good interpersonal skills. Ability to establish controls to monitor tasks. Customer orientated. Persuasiveness and flexibility. Ability to take responsibility. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty. Quality and result orientated.

DUTIES:
The successful candidate will be responsible for the management of the Funeral Benefits and Pensioner Maintenance Section, which inter alia include but is not limited to: Manage the administration process. Oversee the manner in which Funeral Benefits and Pensioner Maintenance are processed, ensuring that they are in compliance with the rules of the relevant funds/schemes. Prepare monthly reports and statistics regarding the performance of the section to management. Provide interpretation and advice on the application of the Rules of applicable Funds. Build a mutually beneficial relationship with all internal and external structures in order to better manage and eliminate unnecessary delays in payment of Funeral Benefits and Pensioner Maintenance benefits and ensure positive and sound internal and external client relationships. Support the EB Operations Component and other divisions by providing information / reports and resolving all queries from members and other stakeholders pertaining to Funeral and Pensioner Maintenance in a timely, complete, professional and accurate manner. Compile various communications to be distributed to internal and external stakeholders from the Funeral Benefits and Pensioner Maintenance area, ensuring accuracy and professionalism of communication. Monitor that exceptions related to the Funeral Benefits and Pensioner Maintenance process are appropriately dealt with; in accordance with the relevant policies and procedures. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are
relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Manage all resources of the Unit: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Implement controls within the section which minimize potential risk to stakeholders. One position of Manager: Funeral Benefits and Pensioner Maintenance is currently available at the Government Pensions Administration Agency. The main purpose of this position is to manage the Funeral Benefits and Pensioner Maintenance for GPAA.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE
Mapule Mahlangu Tel No: (012) 399 2639 Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001 Ms Mapule Mahlangu – Recruitment Employment Equity target for the post is Indian males/females or people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 25/44
PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION PROCESSING REF NO: PBAP/EB-OPS/2019/07-10C
Employee Benefits
The purpose of the role is to provide administrative support for the processing and payments of claims.

SALARY CENTRE REQUIREMENTS
R208 584 (basic salary) (Level 06) plus 37% in lieu of benefits Pretoria Office
An appropriate three (3) year tertiary qualification (in administration/finance) with 18 months proven experience in the administration/processing of Retirement fund/Employee Benefits OR Senior Certificate (with Mathematics or Accounting as a passed subject) with 3 years proven experience in administration/processing of Retirement fund/Employee Benefits; Experience of the MS Office package, with particular focus on MS Excel. Knowledge of standards and procedures of claims processing; Analytical thinking; Good communication skills; Attention to detail; Customer orientation; Creative thinking; Logical thinking; Production driven.

DUTIES
The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: Process Claims: Review applications/claims received for various types of exits or claims, Check that all supporting documentation is attached as per the requirements of the specific claim, Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected, Request member’s information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether children/beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the Fund. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance...
with the relevant policies and procedures, Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria, Review the benefit application form and validate the content, Initiate the payment instruction. Various positions for Processors (EB Administrators) at EB Operations (various sub units) are currently available at the Government Pensions Administration Agency. These positions will be filled on a 12 months contract.

**ENQUIRIES**
Ismael Radebe Tel No: (012) 319 2299

**APPLICATIONS**
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**FOR ATTENTION**
Mr Ismael Radebe– Recruitment

**NOTE**
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