GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 05 August 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.

ERRATUM: Kindly note that the post of Processor (EB Administrator) – Benefits Application Processing with Ref No: PBAP/EB-OPS/2019/07-10C advertised in Public Service Vacancy Circular 25 dated 12 July 2019, the telephone number (012) 319 2299 was incorrect. The correct telephone number is: (012) 399 2299, Ismael Radebe. Please accept our apologies for the inconvenience caused.

MANAGEMENT ECHELON

POST 26/29 : GENERAL MANAGER: ENTERPRISE WIDE RISK (CHIEF RISK OFFICER) REF NO: GMEWR/2019/07-1P

SALARY : R1 251 183 – R1 495 956 per annum (All- inclusive salary package)
CENTRE : Pretoria Office
REQUIREMENTS : A relevant B degree/B Tech (NQF 7) in Risk Management or related field as recognized by SAQA. A minimum of 10 years’ relevant experience in an Enterprise Wide Risk Management (Risk and Fraud) environment - a combination of experience within Corporate Governance, Internal Audit, Forensic and Fraud Prevention will be an advantage. At least five years’ senior management experience within the relevant field. Proven track record as a Programme Head/Business Head. Candidates who hold membership of the

**DUTIES:**

Ensure development and implementation of the Enterprise Risk and Fraud Prevention strategy: Develop, implement and monitor achievement of an effective Business Plan. Oversee the development, implementation and maintenance of Programme policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Programme. Analyze Programme trends and prepare management reports. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Oversee the provision of best practice regarding Programme functions to all stakeholders. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of programme support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Programme policies and procedures. Monitor compliance with relevant legislation throughout all Programme functions. Analyze service delivery gaps, challenges and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the Programme at all relevant committees and forums. Proactively identify risks and mitigation thereof. Oversee the analysis of trends and forecasting. Ensure the establishment and maintenance of an appropriate risk management service within the Department: Manage the development and implementation of business continuity and disaster recovery plans. Manage the undertaking of risk assessments to determine the GPAA's current risk exposure. Manage the monitoring and implementation of risk mitigation plans. Manage and ensure performance of risk and compliance audit for the Department. Ensure risk management awareness campaigns. Manage the development, implementation and maintenance of a risk management scorecard, to report risk ratings on a monthly basis. Manage and ensure fraud prevention and case management initiatives for the Department: Ensure the implementation of the departmental anti-fraud and case management strategies. Ensure fraud and corruption awareness campaigns. Manage the identification of potential fraud and corruption risks. Ensure the Investigation of fraud and corruption business cases. Implementation of the Fraud Hotline Service, ensuring anonymity of staff reporting suspicious activity. Proactively monitor effectiveness of current GPAA and Employer fraud intelligence systems. Manage the investigation of employees’ credit histories to identify any high risk employees in a timely manner. Manage all the resources in the Programme: Ensure the development and management of staff within the Programme. Implement and maintain a relevant management approach to support effective business results within the Programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Programme. One position of General Manager Enterprise Wide Risk (Chief Risk Officer) is currently available at the Government Pensions Administration Agency. The purpose of the role is to ensure effective management of the development and implementation of risk strategies, anti-fraud and case management services.

**ENQUIRIES:** Mapule Mahliangu 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

FOR ATTENTION:
Mapule Mahlangu- Recruitment

NOTE: Employment Equity target for the post is African, Coloured, or Indian female candidates or persons with disability. Candidates of the specified groups are encouraged to apply.