ANNEXURE D

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: 19 August 2019 12h00 noon 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 an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

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<th>POST 28/07</th>
<th>IT AUDITOR REF NO: ITAUD/2019/08-1P-RA</th>
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<tr>
<td>SALARY</td>
<td>R316 791 per annum (Level 08)</td>
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<td>CENTRE</td>
<td>Pretoria Head Office</td>
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<td>REQUIREMENTS</td>
<td>Recognized three-year Bachelor’s Degree/National Diploma (360 credits/NQF6) in Internal Audit/Information Systems Audit with three (3) years internal auditing experience of which one (1) years’ experience is/was in IT Auditing. One year experience in ACL and a qualification in basic scripting will serve as advantage. Computer literacy: Microsoft packages (Excel, Word, PowerPoint, Access and Visio), ACL and Teammate. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel Management). Knowledge of</td>
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**DUTIES**

The purpose of the role is to provide administrative support in the IT Audit services for GPAA. This position will be filled as a permanent position. Execute IT audit projects: Execute and finalise the IT audit projects allocated on Team Mate and using ACL according to the agreed deadlines and quality standards. Administer the Teammate system, and the ACL tool. Discuss and resolve informal queries with clients. Gathering evidence about operations of a department under review. Evaluate the evidence gathered. Determine whether the operations of a department meet acceptable standards. Assess the effectiveness of controls and operations. Follow up action plans as they become due. Ensure Compliance in the audit unit: Comply with the IIA and ISACA standards, code of ethics and frameworks. Contribute to the quality of IT Audits. Comply with Government, GPAA and Internal Audit methodology, policies, procedures, prescripts, regulations, acts and laws.

**ENQUIRIES**

Mr Lesiba Sehlapelo Tel No: (012) 399 2710

**FOR ATTENTION**

Mr Lesiba Sehlapelo: Recruitment

**NOTE**

Employment Equity target for the post is Coloured, Indian or White males/females or people with disabilities. Candidates of the specified groups are encouraged to apply. Preference will be given to the categories stated. One IT Auditor Position is currently available at the Government Pensions Administration Agency in the Internal Audit Unit. This position will be filled permanently.

**POST 28/08**

INTERNAL AUDITOR: REGULATORY AUDIT REF NO: IA: RA/2019/08-1P

The purpose of the role is to provide an Internal Audit service for an allocated area in order to minimize risk to GPAA.

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Pretoria Head Office

**REQUIREMENTS**


**DUTIES**

The successful candidate will be responsible for the following functions and include, but not limited to: Undertake audit projects. Perform Internal Audits, as allocated, according to internal policy and best practice; meeting specified deadlines. Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the internal control environment. Compile audit findings, collating relevant working papers to provide evidence to
support audit findings. Recommend actions emerging from audits based on schedule of findings collated. Deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required. Internal Audit reporting. Provide reported feedback on progress against the approved audit plan. Compile audit findings and prepare review notes, to highlight audit matters that were not completely addressed by the Internal Audit process. Prepare reports on audit findings for submission; flag audit risks and breakdowns in the internal control environment. Compile an indexed and referenced audit file for each audit conducted, according to quality procedure and policy requirements, meeting deadlines for submission. Assist in the preparation of reports for EXCO and the Audit Committee. Develop preliminary audit plans. Recommend priority areas for the Internal Audit programme based on a preliminary survey of risk areas. Assist in compiling detailed annual audit plans for implementation within allocated audit area. Review current systems and processes to assist in compiling a workable plan for each audit engagement, specifying resource requirements, time frames and priority areas. Obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines. Process improvements and research, Keep abreast with global trends and best practice. Review current audit systems and processes in order to recommend improvements to enhance effectiveness. Evaluate the application of audit control measures. Check the integrity and reliability of financial and/or information on computerized systems, recommending any changes required to the Audit Assistant Manager. Provide advice and guidance on Audits to be conducted and propose solutions for financial and/or technical related problems. Contribute to raising awareness of the Internal Audit business unit by engaging with stakeholders.

ENQUIRIES: Ms Mapule Mahlangu Tel No: (012) 399 2639
FOR ATTENTION: Ms Mapule Mahlangu—Recruitment
NOTE: Employment Equity target for the post is Indian, Coloured, White male/female candidates or person with disability. Candidates of the specified groups are encouraged to apply. One Internal Auditor: Regulatory Audit Position is currently available at the Government Pensions Administration Agency in the Internal Audit Unit. This position will be filled permanently.