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: 28 October 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 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.

MANAGEMENT ECHELON

POST 36/73: SENIOR MANAGER: APPLICATIONS MANAGEMENT REF NO: SM/APP.MNG-ICT/2019/10-1P

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (all-inclusive package) Information and Communication Technology

CENTRE: Pretoria Head Office

REQUIREMENTS: A recognized Bachelor’s Degree (BSc Computer Science or B Com Information Systems) (NQF 7) or an appropriate three year tertiary qualification (NQF 7) in similar profession as recognized by SAQA Business Analysis; Programming; System Analysis; Testing and Release Management qualifications will be an advantage A minimum of eight (8) years ICT Application Management experience which include extensive experience in outsourcable environments and management of application development life cycle, of which five years should be at a middle/senior managerial level Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits
Administration will be a distinct advantage Competencies: Knowledge of Benefits Administration Knowledge of Customer Relationship Management (Channel Management) Knowledge of relevant legislative requirements and GPAA policies and procedures Industry knowledge Knowledge of financial management including budget and forecasting. Knowledge of Pension Fund Regulations and Rules Knowledge of compliance management Knowledge of relevant systems Strategic capability Service delivery innovation Client orientation and customer focus Financial management People management and empowerment Programme and project management Change management Communication Knowledge management Problem solving and analysis Respect Service excellence Integrity Transparency Courtesy Emotional intelligence Team player.

**DUTIES**

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Overseeing of operations of the business unit: Assess the provision of Applications Management advice to line managers to ensure that line managers are fully equipped to deal with Applications Management strategy related matters Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Applications Management policies and procedures Monitor compliance with relevant legislation throughout all Applications Management functions Manage planning of resource requirements for the organization to ensure sufficient resources are in place to meet service delivery demands Analyse service delivery gaps and challenges, define service delivery operational measures and targets and implement remedial action strategies Oversee quality of service provided to internal and external customers/clients/stakeholders Proactively ensure the identification and mitigation of risks Establish and manage agreed budgets in consultation with the General Manager Applications Management, ensuring that costs are contained Manage, coordinate and oversee the daily operational activities of the sub unit to ensure that it functions effectively and efficiently Proactively mitigate employee relations risk. Ensure information flow to and alignment with all stakeholders to ensure effective engagements manage the implementation of the Applications Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes in accordance with best practice and legislation Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate Conduct benchmarks on new developments of practices to improve the effectiveness and efficiency of the organization Manage the provision of best practice regarding Directorate 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 Monitor compliance with relevant legislation throughout all Directorate functions Analyse service delivery gaps, challenges and implement remedial action strategies Manage quality of service provided to internal and external customers/clients/stakeholders Proactively ensure the mitigation of identified risks Ensure information flow to and alignment with all stakeholders to ensure effective engagements Conduct trends analyses and forecasting. Manage all the resources in the directorate: Ensure the development and management of staff with the directorate Implement and maintain a relevant management approach to support effective business results within the Directorate 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 Directorate One permanent Senior Manager: Applications Manager Position is currently available at the GPAA The successful incumbent will effectively manage the applications management service.

**ENQUIRIES**

 Felicia Mahlaba Tel No: (012) 319 1455

**FOR ATTENTION**

 Ms Felicia Mahlaba– Recruitment

**NOTE**

Employment Equity target for the post is African/Coloured or Indian female or people with disability Candidates of the specified groups are encouraged to apply
OTHER POST

MANAGER: LEGAL ADVISORY SERVICES REF NO: M/LAS/2019/09-1P
The main purpose of this position is to assist the Senior Manager: Legal and Advisory Services in providing legal advice to the authority and other stakeholders.

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

CENTRE: Pretoria Office

REQUIREMENTS: A relevant three-year Bachelor’s Degree/N Dip/B Tech or equivalent three year qualification (360 credits) with six (6) years appropriate proven experience in a Legal Service environment of which three (3) years was in a supervisory/managerial role Computer literacy that includes a good working knowledge of Microsoft Office products Knowledge of Legal Research methodologies Knowledge of contract law Knowledge of retirement fund industry Knowledge of SA Pension Fund Legislation Knowledge of Public Service legislation and regulatory frameworks (Public Service Act, PFMA, King Report etc) Strategic capability and leadership Technical skills Good communications and problem solving Good negotiation skills Good presentation skills Good report writing skills Computer literacy Conflict management skills Facilitation skills Customer focus People management and empowerment Decisiveness Professionalism Attention to detail Integrity, reliability and honesty Quality and results orientated.

The successful candidate will be responsible for the following, which inter alia include but is not limited to: Providing Legal advice: Render professional legal advice to ensure all actions/resolutions are complying with the statutory requirements Interact with other spheres of government in developing sound working relations and to minimise areas of dispute or potential dispute in the legal context Provide legal advice/assistance in the formulation of policies and procedures to ensure that policies comply with all relevant legislation including the constitutional mandate Interact with external legal advisors of GPAA with regards to any legal matters Review legal documents, instruments, or other material, identifying important issues, similarities and inconsistencies and advice accordingly Prepare legal opinions/advice on a wide range of law issues Litigation management and review of the recommendations of the Panel Attorneys and Law Advisors with regard to court cases and legal administrative affairs Provide legal advice on human resources matters and assists in reviewing administrative decisions Administer programmes of legal technical assistance Serve on various legal committees Give advice regarding problems of interpretation, legal liability, exercising of powers, other legal matters and the efficient functioning of the legal/judicial system Prepare case files, draft legal documents for the Attorney/Law Advisors to provide formal legal advice Provide input to subordinates to prepare and draft legal documents Give written instruction to subordinates to comply with review directives Ensure that cases relating to administrative appeals of the Fund, are researched and prepared accordingly Authorize payment of valid claims and determine method of payment Provide advice to the Senior Management and the Line Managers across the range of the Department's legal interests, risks and obligations Contribute a legality assurance perspective to the Fund’s strategic and governance processes, particularly the executive decision-making process Build understanding of legal issues, risks and obligations through advice, communications and training, especially for other legal services staff and managers Preparing legal documents and report: Draft reports or briefs on legal or legal policy Research applicable legislation and principles relating to the legal document in question, achieving compliance Draft various legal communications based on information provided, with proper consideration to legal implications of a response. Provide inputs within the stipulated time frames in the compilation of annual audit report at the financial year-end Provide legal advice or comments on reports that has to be tabled before management Compile interim audit reports required by the Senior Manager: Legal Services during the year, highlighting potential risk areas and making legal recommendations. Managing and developing staff: Monitor performance of direct reports, check that all is aligned with planned targets. Allocate work according to the urgency of the matter and according to the individual workload, expertise, and developmental needs of the individual Identify development and succession planning requirements monitor that outputs achieve the business
unit requirements one permanent position of Manager: Legal Advisory Services is currently available at the Government Pensions Administration Agency.

**ENQUIRIES**  :  Mapule Mahlangu Tel No: (012) 399 2639

**FOR ATTENTION**  :  Ms Mapule Mahlangu – Recruitment

**NOTE**  :  Employment Equity target for the post is Coloured/Indian/White males and Indian/Coloured females or people with disabilities Candidates of the specified groups are encouraged to apply.