GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria.

FOR ATTENTION : Ms Felicia Mahlaba at Recruitment

CLOSING DATE : 22 November 2019 at 12h00 noon

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. No email or faxed applications/No late applications, 12H00 No late applications will be considered. No faxed/e-mailed/late applications will be considered.
OTHER POST

POST 40/13 : SENIOR ADMINISTRATION OFFICER: INFORMATION SECURITY COMPLIANCE AND MONITORING REF NO: SAOIS-CM/11-1P

Information Security

The purpose of the role is to effectively monitor Information Security Compliance processes and activities within the GPAA.

SALARY : R316 791 per annum (Level 08)

CENTRE : Head Office Pretoria

REQUIREMENTS : An appropriate B Degree/National Diploma in Information Technology or related equivalent three-year qualification (at least NQF 6 with 360 credits) coupled with 3 years’ combined experience within Information Communication Technology and Information Security field of which at least one year’s experience must have been solely in Information Security/ICT Security/Cyber Security. Supervisory experience will be an advantage. Knowledge skills and competencies: Knowledge of Minimum Information Security Standards (MISS). Knowledge of Access to Information Act, Knowledge of Information Security legislations prescripts, and regulations, Knowledge of Security systems, Knowledge of Public Finance Management Act (PFMA), Knowledge of Client relations management, Knowledge of GEPF services and products, Knowledge of Programme and projects management, Knowledge Information Technology, Knowledge of Monitoring and Evaluation, Analytical, Facilitation, Presentation skills, Problem-solving skills, Ability to communicate at all levels, Financial Management, Organising and coordination, Ability to build strong network relationships, Ability to work independently, Persuasiveness, Reliability, Stress coping abilities, Self-efficacy, Multi focusing abilities, integrity.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following. Monitoring of Information Security Compliance within GPAA: Conduct compliance monitoring of systems, processes, and personnel to establish the level of compliance to the Information Security initiatives. Coordinate and facilitate the training of new and current GPAA staff members on possible threats and vulnerabilities. Implement findings as identified by the internal and external auditors. Monitor and revise plans as necessary to ensure data integrity, confidentiality, and availability. Submit reports of information security-related breaches, take appropriate actions to mitigate risks, investigate breaches, and make recommendations to the management for corrective action. Evaluate the GPAA business unit’s operational processes to establish the level of compliance with the Information Security regulations. Review and propose improvements to the existing Information Security initiatives. Liaise with other business units to direct compliance issues to appropriate existing channels for investigation and resolution and provide reports to the management. Stay abreast of new and current trends and developments in the ICT and Cyber Security fields to efficiently advise ICT Security Management on the implementation of counter measures. Participate in Sub-Business Unit planning and reporting initiatives: Report on status of operations and projects to Security Management. Participate in the administrative processes of the Division. Conduct regular feedback and communication with ICT Security Management.

ENQUIRIES : Ms Felicia Mahlaba on Tel No: (012) 319 1455

NOTE : A position of Senior Administration Officer: Information Security Compliance and Monitoring is currently available at Information Security Section at the GPAA. The position will be filled as a permanent position. Note: The Employment Equity target for this post is Coloured, Indian or White male and Coloured or Indian Female category or people with disabilities. Candidate of the designated groups are encouraged to apply.