GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE: 29 November 2019 12h00 noon No email or faxed applications. No late applications will be considered. No faxed/e-mailed 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. 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 41/22: SENIOR FUND ACCOUNTANT: CONTRIBUTIONS MANAGEMENT REF NO: SFA/CM/2019/11-1P
Permanent
The purpose of the post is to ensure provision of administrative services to the Contribution Management unit within the GPAA.

SALARY: R316 791 per annum (Level 08) (basic salary)
CENTRE: Pretoria Head Office
REQUIREMENTS: An appropriate recognized three-year qualification (360 credits/NQF6) in Finance or related field with at least three (3) years’ experience in Contributions. Management/Finance/Retirement Fund administration/processing environment which should include at least one (1) year supervisory experience; Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). Knowledge of administration of Employee Benefits. Knowledge of applicable legislation within Employee Benefits Section.

DUTIES:
The successful incumbent of the position will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure the reconciliation of Electronic and Manual Contributions for TEPF, AIPF and GEPF and issue Benefit Statements: Check, confirm and sign off S-drive reconciliations for all employers submitted by fund accountants (Manual employers only). Collect contributions for the following month. Compile contributions for the following month. Compile monthly sign off reconciliations for all the GEPF Funds to be reviewed and signed off by the managers. Authorization of contributions refunded to employers. Monitor issuing of Benefit statements. Keep benefit statement schedule up to date for submission and a record of statements submitted; Keep monthly statistics of progress of benefits statements issued. Compile weekly, monthly and quarterly reports. Financial year end reconciliation. Oversee the billing run reconciliation, Z102 calculations and maintenance of member and employer records: Z102’s calculation and maintenance. Compilation of Z102 stats. Sign off debt acknowledgement form. Liaison with stakeholders. Monitor the complaint register and ensure queries are resolved timeously. Provide age analysis of Z102. Compile weekly, monthly and quarterly report. Reconciliation of billing run transactions after billing run. S-drive reconciliation of salaries and personal details. Ensure the Purchase of Service (POS) and Leave without Pay (LWP) collection: Reconciliation of Purchase of Service at members level. The receipt and collection of Purchase of Service instalments for all GEPF Funds and all participating employers. Compile reconciliations sign off for all GEPF Funds. Confirmation of Purchase of Service period and outstanding amount upon receipt of withdrawals file. Oversee Reconciliation of Additional Liability Claims: Raising new Additional Liabilities claims. Checking late payment interest calculation for all employers and sign off interest letters. Ensure acknowledgement letters and other correspondences are sent to Employers. Compile monthly sign off reconciliations for all additional liability outstanding claims. Check performed employer additional liability estimate calculations and liaise with employer timeously. Compile weekly, monthly and quarterly reports. Financial year end reconciliations. Supervision of staff. Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions. Maintain discipline.

ENQUIRIES:
Ms Ntsibakazi Mtshabe
Tel No: (012) 399 2758

APPLICATIONS:
Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001.

NOTE:
One permanent Senior Fund Accountant: Contribution Management position is currently available within EB Finance Contributions Management unit of the GPAA. Note: Employment Equity target for the post is African/Coloured/Indian/White males or Coloured or Indian female and people with disability. Candidates of the specified groups are encouraged to apply.

POST 41/23:
FUND ACCOUNTANT: CONTRIBUTIONS MANAGEMENT REF NO: FA/CM/2019/11-1P
Permanent
The purpose of the role is to provide administrative services to the Manual Contribution function within GPAA.

SALARY:
R257 508 per annum (Level 07) (basic salary)

CENTRE:
Pretoria Head Office

REQUIREMENTS:
An appropriate recognized 3 year tertiary qualification/B Degree/National Diploma in Finance/Accounting (at least 360 credits/NQF 6) with two years appropriate experience in Contributions Management/Finance/Retirement Fund administration or Retirement processing environment. Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). Knowledge of Administration of Employee benefits. Knowledge of Applicable legislation within Employee

The successful incumbent of the position will be responsible for a wide variety of tasks which includes but are not limited to the following: Administer the capturing, allocation of receipts, reconciliation of Electronic and Manual Contributions for TEPF, AIPF and GEPF and issue benefit statements: Receive Bank and PMG statements from the Finance section. Compare Bank statements and PMG statement with each other and do follow up on unknown. Create receipt on CIVPEN using source documents. Allocation of receipts for Manual and Electronic contribution. Employers’ as per salary schedule immediately after receipt would be allocated as per above breakdown. Capture journals for correction and adjustment of employer records. Collection and submission of salary schedules and follow up in writing on outstanding schedules. Reconciliation of contributions collected with salary schedules received. Calculation of Interest on outstanding contributions and liaise with the Employer. Keep statistics on total of all errors identified, fixed records and total benefits submitted to the members. Compile financial year-end manual employers’ provisions of contributions. Send member’s benefit statements for all Manual members. Request PDF benefit statement and create a CD for distribution to the manual employers. Follow up on BAS payment with no proof/member or employer information. Loading warning on member’s record upon receipt of proof of payment. Amend receipt once confirmation is received. Send financial year end letter to employers. Conduct Member level reconciliation, billing run, updating and data cleansing for member and employer; Update and maintenance of members personal and salary after monthly reconciliation of contributions. Update of personal information. Performing of member level reconciliation. Liaise with employer department to facilitate the correction of member’ records. Send list of new admissions to membership to admit members and exit of terminated members with relevant information update the admission dates. Execute billing run for manual employers to create debts for each employer per fund. Creation of new employer code and PFI code and loading of bank details. Maintenance of employer information. Z102 calculations and Maintenance of member records: Receiving the member’s Z102 or member’s exit forms. Confirm the Z102 Salary notches loaded are correct and ties up to Salary notches on the system. Extract member and employer contribution records. Confirm Z102 salaries with manual recon on S drive for manual employers. Loading pensionable salary amount on the system. Performing the Short and Long Calculation of member's contributions. Find defective or missing data by investigating each member's record and facilitating corrections. Where payments were not received, recalculate arrear contribution plus interest. Upon receipt of arrears contributions amend the arrear contribution warnings and send the Z102 to relevant section for further processing. Dispatch the member’s documents/file to relevant section for further processing. Compiling daily stats and keeping record of all write-off amounts. Purchase of Service (POS) and Leave without Pay (LWP) installment collection: Monthly reconciliation and adjustment of member debt records. Allocating payment received against the member’s debt. Capture journals for the adjustment and correction of member’s debt. Send letters to the member and employer with regard to the outstanding POS debt. Loading pensionable salary amount on the systems. Update member's purchase of service record/s upon receipt of exit file/withdrawal documents. Perform member’s debt reconciliation to confirm whether all contributions were received. Effective performance of reconciliation for suspense account. Accurate passing of journal adjustments to adjust and correct payments and member/employer records. Completing the individual reconciliation. Effective reconciliation of Additional Liability claims: Raising of additional liability claims debts. Capturing and allocation of payments and non-payment of claims. Calculating late payment interest, sending of interest letters and adjusting employers’ debt timeously. Performing benefit calculations for members who wish to retire early by performing benefit calculation estimates manually and online. Performing age analysis on long outstanding debt. Arranging meetings with the employers where disputes have been raised. Facilitating re-calculations with other sections concerned if disputes arise. Calculate arrears and refunds. Calculate arrears if member has not contributed.
for a certain period. Send a letter with the attached calculations to the employer for payment on amount due. Upload salaries for arrear payment received. Receive and register refunds request from employers. Load a warning on the system of outstanding arrears. Calculate additional interest on arrears not received. Compile refunds letters to the employer. Liaise with membership section to assist in updating members' service date. Compile complain register.

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**NOTE**
One permanent Fund Accountant: Contribution Management position is currently available within EB Finance Contributions Management unit of the GPAA. Note: Employment Equity target for the post is African/Coloured/Indian/White males or Coloured or Indian female and people with disability. Candidates of the specified groups are encouraged to apply.

**POST 41/24**
PERSONAL ASSISTANT: MANAGEMENT SUPPORT REF NO: PA/GM/MS/2019/11-1P
Permanent
The purpose of the role is to render a secretarial support service to the General Manager: Management Support in GPAA.

**SALARY**
R257 508 per annum (Level 07) (Basic Salary)

**CENTRE**
Pretoria Head Office

**REQUIREMENTS**
An appropriate and recognised 3 year qualification (preferably Secretarial/Office Management) coupled with 2 years' experience in rendering support services to general management. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel. Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Knowledge of Financial Administration (budgeting). Be able to conduct research and analyze documents and situations. Keep abreast with procedures and processes with the office of the General Manager. Excellent verbal and written communication skills (Experience in compiling memos and taking minutes). Good telephone etiquette. Ability to act with tact and discretion. High level of reliability. Good interpersonal relations. Adhering to business ethics. Sound organising skills. Good grooming and presentation skills. Self-management and motivation skills.

**DUTIES**
The successful candidate will be responsible for the following functions, and include but not limited to: Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the General Manager. Ensures the safekeeping of all documentation in the office of the General Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports such as progress reports, monthly reports and management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the General Manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filing of documents for the General Manager where required. Collects, analyses and collates information requested by the General Manager. Clarifies instructions and notes on behalf of the General Manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the General Manager. Manages the leave forms, leave register and telephone accounts for the unit. Handles procurement of standard items like stationery, refreshments etc. for the activities of the General Manager. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides a secretarial/receptionist support service to the General Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the General Manager. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the General Manager. Utilizes discretion regarding meeting requests - to decide whether to accept/decline or refer to other employees based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the General Manager regarding engagements. Compiles realistic schedules of appointments. Provides support to General Manager regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the
General Manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players. Follow-up on the progress made. Prepares briefing notes for the General Manager as required. Coordinates logistical arrangements for meetings when required. Support the GM with the administration of the executive General Manager’s budget: Collects and coordinates all documents that relate to General Manager’s budget. Assists the General Manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts General Manager of possible over and underspending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the General Manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the General Manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly: Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Remains abreast with the procedures and processes that apply in the office of the GM.

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**NOTE**
One permanent position of Personal Assistant is currently available at the Government Pensions Administration Agency: Office of the General Manager; Management Support. Employment Equity target for the post is African, Indian or White female or African/Coloured/Indian/White male candidates or persons with a disability. Candidates of the specified groups are encouraged to apply. Take note that it may be expected of the shortlisted applicants to undergo an assessment related to the position.