GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

ANNEXURE G

CLOSING DATE:
09 December 2019 at 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), 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: All copies must be certified in the past 6 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 candidate 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 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 42/35: SENIOR MANAGER BUSINESS SUPPORT SERVICES REF NO: SNR-MNG/BSS/2019/11-1P
Business Support Services (ICT)

SALARY:
R1 057 326 per annum (Level 13) (all-inclusive package)

CENTRE:
Head Office Pretoria

REQUIREMENTS:
A recognized B Degree (BSc Computer Science or BCom Information Systems) (NQF 7) or an appropriate three year tertiary qualification (NQF 7) in similar profession as recognized by SAQA. A minimum of eight (8) years ICT Service Management experience which include extensive experience in outsource environments and management of application development life cycle, of which five years should be at a middle / senior managerial level. Candidates with an ITIL Foundation, Practitioner- and Intermediate modules will receive preference. Experience in Financial Services,

The successful candidate will be responsible for the following tasks, which inter alia include but are not limited to: Manage the implementation of the Systems 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 in 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 organisation. 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. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Overseeing of operations of the business unit: Assess the provision of Systems Management advice to line managers to ensure that line managers are fully equipped to deal with Systems Management strategy related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Systems Management policies and procedures. Monitor compliance with relevant legislation throughout all Systems 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 Chief Information Officer, ensure 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 risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Manage and monitor the implementation of systems: Collaborate with relevant internal and external stakeholders to identify, monitor and manage System risks proactively. Develop and manage the implementation of appropriate mitigation strategies, achieving stipulated objectives. Manage systems in line with the ICT service portfolio and business requirements to ensure optimal system performance. Monitor that GPAA is appropriately insured against unforeseen events, losses and damages, to recover Systems losses where required. Conduct operational risk assessments for the Systems department, in line with the GPAA’s risk management framework, to develop and maintain adequate internal operations controls and standards. Monitor compliance to Systems policies and procedures to minimize problems experienced in the internal control environment. Check that all Systems Audit Report queries are addressed to eliminate or mitigate the associated risks. Implement project specific systems: Track new developments in the industry, to improve the effectiveness and efficiency of the Systems function in the GPAA. Formulate process and technological improvement solutions to enhance efficiencies. Coordinate identification and documentation of user and system requirements. Contribute to the design and construction of systems. Manage the configuration and deployment of system modules. Work in conjunction with relevant departments to implement changes, providing an integrated service. Manage the provision of system support and training to users. Coordinate system testing to support data integrity and successful implementation. Achieve integrity of new Systems with minimal disruption to GPAA’s operations. Manage all the resources in the Business Directorate: Ensure the development and management of staff within the Directorate. Implement and
The successful incumbent will support the Business Units to manage externally provided services, through developing, reviewing and implementing a contract administration service within GPAA, which includes the following but not limited to: Render Contract Management Services in the Organization: Provide Administrative Support to Business Units on all organisational contracts and ensure that contracts obligations are met. Support and advice client officers on contract related matters, communicate with end users and service providers to ensure efficient service delivery. Collate and keep record of all related contract management matters. Assist legal unit with contract forms and coordinate contract signing with service providers. Assist legal unit with drafting service level agreements. Monitor contractual projects and ensure that progress reports on performance are submitted on time and internal that controls, policy and procedures are effective and everyone complies with all legislative framework. Monitor and update contracts records including keeping track of expenditure on contracts. Coordinate and provide information, statistics and reports to management. Monitor contracts progress and performance to ensure goods and services conform to the contract requirement. Identify and establish a time-frame for handling non-compliance. Review, and submit monthly management reports and reconciliations. Develop and manage the operational plan of the unit. Develop, implement and maintain procurement policies and frameworks: Provide support with regards to the development of supply chain management policies and strategies. Ensure that policies are in line with the organisation’s strategic objectives, Treasury Regulations and the Government BBBEE frameworks. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management business unit. Design, implement and maintain effective contract administration systems to ensure compliance to policy and procedures on a continuous basis. Communicate changes to policy, procedures and work processes to staff in the business unit and train/coach staff in applying these, where required. Review standards and specific Terms & Conditions with suppliers: Assist End Users with timeous development of specification reference for the sourcing of quotations and bids. Coordinate the sourcing and
purchasing of goods and services in the Department. Administer contracts with service providers and ensure compliance with the Financial Management Act. Manage and develop staff: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

: Ms Felicia Mahlaba on Tel No: (012) 319 1455
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria.
: Ms Felicia Mahlaba at Recruitment
: One permanent position for a Manager: Contract Management is currently available at the Government Pensions Administration Agency: Supply Chain Management.