

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- CLOSING DATE** : 04 May 2020 at 12h00 noon No email or faxed applications/No late applications, 12H00 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> (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) 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-employment 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. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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.
- ERRATUM:** Kindly note that for the post of Administrator: Taxation (Processes) with Ref No: ADM/TAX/2020/031P advertised in Public Service Vacancy Circular 11 dated 20 March 2020, the closing date has been extended to 04 May 2020

## OTHER POSTS

- POST 12/13** : **SUPPLY CHAIN ADMINISTRATOR: LOGISTICS MANAGEMENT REF NO: SCA/LM/2020-03-2C**  
(12 months contract)  
Supply Chain Management
- SALARY** : R208 584. per annum (basic salary) plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products). Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective Organizational skills; Planning and decision making skills and Analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and Ability to work under pressure.
- DUTIES** : The purpose of the role is: To provide administrative assistance and support in the sourcing of goods and services through quotation process for respective business units in GPAA. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process requisitions for procurement of goods and services: Receive, check and process requisitions and specifications for sourcing of goods and services as per prescribed legislation; Ensure the utilization of the Central Supplier Database (CSD) supplier database in request for a competitive quotation process. Facilitate quotation process; Implement and maintain quotation process in accordance with legislation, Departmental policies and procedures and National Treasury Instruction notes. Receiving and opening of RFQ documents. Assist in the facilitation of the Bid Evaluation sessions. Compiling RFQ documents. Ensure communication to suppliers and business units. Ensure that suppliers are

rotated. Keep and update the register of RFQ's. Coordinate receipts and evaluation of RFQ's: Ensure receiving and checking of quotations; Keep records of Quotations received. Schedule the evaluation session. Communicate the outcome to Business Units and Vendors. Registration of vendors on vendor master. Facilitate approval of quotations and Purchase Order generation. Vendor Management: Upload new vendor applications for approval. Update current vendor details. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office. Order stationery and equipment/appliances for the section.

**ENQUIRIES APPLICATIONS** : Mr Lesiba Sehlapelo Tel No: (012) 399 2710  
 : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001

**FOR ATTENTION NOTE** : Mr Lesiba Sehlapelo – Recruitment  
 : Various contract positions for Supply Chain Administrators are currently available in the Supply Chain Unit at the Government Pensions Administration Agency – Head Office. The positions will be filled on a 12 month contract.

**POST 12/14** : **SUPPLY CHAIN ADMINISTRATOR: DEMAND AND ACQUISITION REF NO: SCA/DA/2020-03-2C**  
 (12 months contract)  
 Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum (basic salary) plus 37% in lieu of benefits  
 : Pretoria  
 : An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products). Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective organizational skills; Planning and decision making skills and analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and ability to work under pressure.

**DUTIES** : The purpose of the role is: To render an acquisition management service through the execution of the bidding process, compilation of a list of service providers and the handling of urgent/emergency cases. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Execution of the bidding process: Facilitate the compilation of the procurement plan for the organization; Facilitate the prescribed bidding process; Facilitate the drafting and finalizing of terms of reference/specification; Compile bid documents; Publish tender invitation; Receive and open of bid documents; Facilitate and support SCM committee to evaluate and adjudicate the bids; Manage communication with bidders; Assist with monthly SCM reports. Compilation of prospective list of providers for quotations: Compile terms of reference to invite service providers for an expression of interest; Receive, evaluate and adjudicate the expressions of interest; Compile a database of approved suppliers; Sourcing of goods and services above R500 000. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office; Order stationery and equipment/appliances and refreshments (SCM Bid Committee meetings) for the section.

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