

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

<u>CLOSING DATE</u>	:	21 August 2020, 12H00.No late applications will be considered
<u>NOTE</u>	:	Requirement of applications: The detailed adverts can be found under the vacancy section of the GPAA on www.gpaa.gov.za Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). Take note of the disclaimer mentioned on each advert during COVID lockdown. It is recommended that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. A Z83 not signed, will be deemed a regret. Only send documents related to the requirements in the advert. Applicants must meet the following requirements: A completed N4, N5 and N6 in the field of studies as indicated on each advert. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation. 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. The GPAA reserves the right to cancel the filling/not to fill a position/Learnership that was advertised during any stage of the recruitment process. The successful candidate will have to sign a performance agreement and will be required to undergo a security clearance. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – www.gpaa.gov.za

OTHER POSTS

<u>POST 19/40</u>	:	<u>OFFICE MANAGER: NORTH WEST REGIONAL OFFICE REF NO: OM/NW/2020/08-1PRA</u> Client Services
<u>SALARY</u>	:	R376 596 per annum (Level 09) basic salary
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of four (4) years' experience in Client Relations management environment which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver's license is mandatory, at least two years old (a copy must be attached to the application). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Proficiency in English and the ability to speak any of the other official languages spoken in the province where

DUTIES

applying. Good analytical skills. Good customer relations. Problem solving skills. Communications skills – verbal and written with the ability to communicate at all levels. Presentation skills. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. The applications of individuals currently residing in North West province may receive preference.

: The purpose of the job is to coordinate the administration of the client's services at provincial/branch office, which includes the following but not limited to: Supervise effective operations management within the office: Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the provincial offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of Batho Pele Principles within the provincial office in all interactions with internal and external customers. Provide input to the provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implement a risk management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain internal control processes for the section: Recommend internal procedures and processes, which will improve effective and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision-making. Ensure successful implementation of the system and process enhancement, updates and amendments within the office. Maintain relationships with all relevant stakeholders/clients to support service delivery: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objective. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/clients enquiries and complaints. Coordinate administrative support at outreach initiatives. Manage and development of staff: Manage the performance of the unit, which involves coaching, mentoring, and take corrective action (including disciplinary action) where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. (Keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

**ENQUIRIES
APPLICATIONS**

: Mr Ismael Radebe on Tel No: (012) 399 2299

: With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. 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. One permanent position of Office Manager is currently available at the Government Pensions Administration Agency: Client Services Section – North West Region based in Mafikeng.

- POST 19/41** : **CUSTOMER SERVICE AGENT REF NO: CSA/LIMP/POL/08-1P**
Client Services (Permanent)
- SALARY** : R208 584 per annum (Level 06) basic salary
CENTRE : Limpopo Regional Office (Polokwane)
REQUIREMENTS : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance or processing employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (Limpopo).
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for.
- ENQUIRIES** : Ms Ntsibakazi Mtshabe on Tel No: (012) 399 2758
APPLICATIONS : With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to gpaa04@ursonline.co.za quoting the reference number in the subject heading of the email
- FOR ATTENTION** : Ms Ntsibakazi Mtshabe – Recruitment
NOTE : Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. 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. One permanent position for a Customer Service Agent is currently available at Limpopo Regional office of the GPAA based in Polokwane.
- POST 19/42** : **CUSTOMER SERVICE AGENT REF NO: CSA/NC/KIMB/08-1C**
(12 months contract)
Client Services
- SALARY** : R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits
CENTRE : Northern Cape Regional Office (Kimberley)
REQUIREMENTS : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship

management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (Northern Cape).

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for.

**ENQUIRIES
APPLICATIONS**

: Ms Mapule Mahlangu on Tel No: (012) 399 2639
: With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email.

**FOR ATTENTION
NOTE**

: Ms Mapule Mahlangu – Recruitment
: Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. 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. One position for a Customer Service Agent on a 12 months contract is currently available at Northern Cape Regional office of the GPAA.

POST 19/43

: **EB ADMINISTRATOR – BENEFITS APPLICATION PROCESSING
(BACKLOG) REF NO: EB.ADM-BACKLOG/2020/08-19C**
(12 months contract)
Employee Benefits

**SALARY
CENTRE
REQUIREMENTS**

: R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits
: Pretoria
: An appropriate three (3) year tertiary qualification (ideally in administration/finance) with 18 months proven experience in administration or processing in Retirement fund/Employee Benefits operations environment or Senior Certificate (ideally with Maths or Accounting as a passed subject) with 3 years proven experience in administration or processing in Retirement fund/Employee Benefits operations environment NOTE: Candidates who terminated service at GPAA after 1 January 2012, who have a clear criminal record and were not dismissed or left due to ill health may be considered. Preference may be given to candidates with exposure to GPAA Membership, Payments of Exit cases during the last 12 months, Unclaimed and Unpaid cases, Pre-verification and Contribution management. MS Office package, with particular focus on MS Excel. Knowledge of standards and procedures of claims processing. Knowledge of HR matters. Policy formulation. Stakeholder management. Analytical thinking. Financial management. Good communication skills. Attention to detail. Customer orientation. Creative thinking. Negotiation skills. Logical thinking. Production driven

DUTIES : The purpose of the role is to provide administrative support for the processing and payments of claims. The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to Process Claims: Review applications/claims received for various types of exits or claims. Check that all supporting documentation is attached as per the requirements of the specific claim. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member's information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case, routing the calculation last point. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the various Funds/schemes. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.

ENQUIRIES : Ms Mapule Mahlangu – Tel No: (012) 399 2639
APPLICATIONS : With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to rh.gpaa@adcorpgroup.com quoting the reference number in the subject heading of the email.

FOR ATTENTION : Mapule Mahlangu – Recruitment
NOTE : Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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. Various positions for Processors (EB Administrators) at EB Operations (various sub units) are currently available at the Government Pensions Administration Agency. These positions will be filled on a 12 months contract.

LEARNERSHIP

*The Government Pensions Administration Agency (GPAA) would like to invite applications from qualifying learners to participate in an **experiential learning programme**. The programme is aimed at affording experiential learners an opportunity to be exposed to the work environment, with the aim to assist learners to complete the practical part of their studies in order to graduate. Learning takes place under the guidance of more experienced professionals. The programme will involve a period ranging from 6 months to a maximum of 24 months, as prescribed by the higher educational institution.*

OTHER POSTS

POST 19/44 : **EXPERIENTIAL LEARNING PROGRAMME: (2 LEARNERSHIP OPPORTUNITIES) IN HUMAN RESOURCES REF NO: ET/GPAA/HRM2-2020/07**

STIPEND : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

CENTRE : Pretoria Head Office

REQUIREMENTS : A completed N4, N5 and N6 in Human Resource Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment.

- Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.
- ENQUIRIES** : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150
- APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: john@isilumko.co.za. Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.
- NOTE** : Two Learnership opportunities are currently available at the Government Pensions Administration Agency: Human Resources.
- POST 09/45** : **EXPERIENTIAL LEARNING PROGRAMME: (5 LEARNERSHIP OPPORTUNITIES) IN FINANCE REF NO: ET/GPAA/FM5-2020/07**
- STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A completed N4, N5 and N6 in Financial Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable.
- ENQUIRIES** : Thulani Ndlela at (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.
- APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: rh.gpaa@adcorpgroup.com Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.
- NOTE** : Five Learnership opportunities are currently available at the Government Pensions Administration Agency: Finance.
- POST 19/46** : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITY) IN CORPORATE COMMUNICATIONS REF NO: ET/GPAA/COM1-2020/07**
- STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A completed N4, N5 and N6 in Marketing/Public Relations. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable.
- ENQUIRIES** : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150
- APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: john@isilumko.co.za. Separate applications should be

completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

NOTE : One Learnership opportunity is currently available at the Government Pensions Administration Agency: Corporate Communications.

POST 19/47 : **EXPERIENTIAL LEARNING PROGRAMME: (3 LEARNERSHIP OPPORTUNITIES) IN MONITORING AND EVALUATION REF NO: ET/GPAA/M & E3-2020/07**

STIPEND : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

CENTRE : Pretoria Head Office

REQUIREMENTS : A completed N4, N5 and N6 in Public Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable.

ENQUIRIES : Thulani Ndlela at (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.

APPLICATIONS : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: gpaateam@fempower.co.za Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

NOTE : Three Learnership opportunities are currently available at the Government Pensions Administration Agency: Monitoring and Evaluation.

POST 19/48 : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITY) IN STRATEGY AND POLICY REF NO: ET/GPAA/STRATEGY1-2020/07**

STIPEND : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

CENTRE : Pretoria Head Office

REQUIREMENTS : A completed N4, N5 and N6 in Public Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

ENQUIRIES : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150

APPLICATIONS : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: gpaateam@fempower.co.za Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

NOTE : One Learnership opportunity is currently available at the Government Pensions Administration Agency: Strategy and Policy.

POST 19/49 : **EXPERIENTIAL LEARNING PROGRAMME: (4 LEARNERSHIP OPPORTUNITIES) IN NON-CONTRIBUTORY FINANCE REF NO: ET/GPAA/NCF4 - 2020/07**

STIPEND : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

CENTRE : Pretoria Head Office

REQUIREMENTS : A completed N4, N5 and N6 in Finance Management/Public Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

ENQUIRIES : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.

APPLICATIONS : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: rh.gpaa@adcorpgroup.com Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

NOTE : Four Learnership opportunities are currently available at the Government Pensions Administration Agency: Non-Contributory Finance.

POST 19/50 : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITIES) IN CLIENT RELATIONSHIP MANAGEMENT NORTHERN CAPE REGIONAL OFFICE REF NO: ET/GPAA/CRM/NC1-2020/07**

STIPEND : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

CENTRE : Northern Cape Regional Office - Kimberley

REQUIREMENTS : A completed N4, N5 and N6 in Public Management/Office Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

ENQUIRIES : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.

APPLICATIONS : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: rhone@telebest.co.za Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

NOTE : One Learnership opportunity is currently available at the Government Pensions Administration Agency: CRM Northern Cape Region.

POST 19/51 : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITIES) IN CLIENT RELATIONSHIP MANAGEMENT WESTERN CAPE REGIONAL OFFICE REF NO: ET/GPAA/CRM/WC1 -2020/07**

STIPEND : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

CENTRE REQUIREMENTS : Western Cape Regional Office – Cape Town
: A completed N4, N5 and N6 in Public Management/Office Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

ENQUIRIES : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 19 1150.

APPLICATIONS : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: rhone@telebest.co.za Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

NOTE : One Learnership opportunity is currently available at the Government Pensions Administration Agency: CRM Western Cape.

POST 19/52 : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITIES) IN CLIENT RELATIONSHIP MANAGEMENT NORTH WEST REGIONAL OFFICE REF NO: ET/GPAA/CRM/NW1 -2020/07**

STIPEND : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes

CENTRE REQUIREMENTS : North West Regional Office - Mmabatho
: A completed N4, N5 and N6 in Public Management/Office Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.

ENQUIRIES : Thulani Ndlela at Tel No: (012) 399 2649, Irene Vilakazi at Tel No: (012) 19 1150.

APPLICATIONS : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: rhone@telebest.co.za Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.

NOTE : One Learnership opportunity is currently available at the Government Pensions Administration Agency: CRM North West Region.

- POST 19/53** : **EXPERIENTIAL LEARNING PROGRAMME: (1 LEARNERSHIP OPPORTUNITIES) IN CLIENT RELATIONSHIP MANAGEMENT FREE STATE REGIONAL OFFICE REF NO: ET/GPAA/CRM/FS1 -2020/07**
- STIPEND** : R73 004.40 per annum or in line with Remuneration Schedule for Developmental programmes
- CENTRE** : Free State Regional Office - Bloemfontein
- REQUIREMENTS** : A completed N4, N5 and N6 in Public Management/Office Management. Must be unemployed learners, must be South African Citizen; must be between the ages of 18 and 35. Learners must not have participated on an experiential learning programme relevant to the qualification the learner is studying towards – a failure to declare will if established lead to an immediate termination of the learnership programme contract on account of dishonesty/undue enrichment. Application to be completed on a Z83 form and signed. Application must be accompanied by a short CV/resume. A copy of the ID document/ID card front and back. A letter from the Training Institution. A copy of the logbook where applicable. An academic record/transcript and copies of all qualifications including matriculation.
- ENQUIRIES** : Thulani Ndlela at (012) 399 2649, Irene Vilakazi at Tel No: (012) 319 1150.
- APPLICATIONS** : Please email your application, quoting the relevant reference number on the Z83 and the subject line to the correct email address and email with all the documents indicated to: rhone@telebest.co.za Separate applications should be completed for each Experiential Learning Programme applied for and to use the correct reference numbers. Applications that do not meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful.
- NOTE** : One Learnership opportunity is currently available at the Government Pensions Administration Agency: CRM Free State Region.