GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

ANNEXURE C

CLOSING DATE: 01 March-2021 at 12h00 noon. No late applications will be considered.

NOTE: Take note of the Disclaimer mentioned on each advert during Covid Lockdown. It is mandatory 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 send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. 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) 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. 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 virtual 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. One of the minimum 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.
MANAGEMENT ECHELON

POST 04/30  :  DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES (HEAD: CORPORATE SERVICE) REF NO: DDG/CS/2021/02-1P

SALARY  :  R1 521 591 - R1 714 074 per annum (Level 15) (all-inclusive package)
CENTRE  :  Pretoria

DUTIES  :  The successful incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of a management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding Corporate Services to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of 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 and organized groups to improve the programme’s overall performance. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the management of Human Capital Management services: Drive the provision of effective Human Capital practices and administration services. Drive the development and maintenance of HCM strategies. Oversee and facilitate Human Capital strategy, organizational effectiveness and wellness initiatives for the GPAA. Drive the provision of integrated Human Capital Development initiatives aimed at enhancing individual and organizational performance. Oversee and facilitate the provision of labour relations services. Oversee the provisioning of Management Support Services: Provisioning of Management Information Services. Provisioning of Monitoring and Evaluation Services. Provisioning of Communications Services. Provisioning of Facilities and Security Services. Provisioning of office support and maintenance services. Oversee fleet, travel and accommodation requirements of the GPAA. Monitor the provision of security management services. Oversee the management of all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.
ENQUIRIES: Tel No: (012) 811 1900. Other Tel No: (012) 319 1356
APPLICATIONS: Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer. It is mandatory to email your application with the relevant supporting documentation to gpaa12@ursonline.co.za

NOTE: The purpose of the post is to oversee, direct and provide strategic leadership, advisory and support service to the GPAA with regards to corporate services. A permanent position for DDG: Corporate Services (Head: Corporate Services) is currently available at the Government Pensions Administration Agency. The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. quoting the reference number in the subject heading of the email. Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may 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

POST 04/31: DEPUTY DIRECTOR-GENERAL: EMPLOYEE BENEFITS (CHIEF OPERATING OFFICER) REF NO: COO/2021/02-1P

SALARY: R1 521 591 - R1 714 074 per annum (Level 15) (all-inclusive package)
CENTRE: Pretoria

DUTIES: The successful incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Development of an effective short, medium and long-term strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Development of a management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholder. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of 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 and organized groups to improve overall the programme’s performance. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Develop reports, media statements and briefings for Parliament, Board and other relevant stakeholders. Oversee the effective management of customer relationship management services: Direct the management of all client contact. Ensure effective client outreach. Enhance the management of relationships with GPAA customers and clients in the Regions. Ensure good stakeholder relations. Oversee the end-to-end process of maintenance of client’s records. Ensure seamless administration of client liaison services. Oversee the management of effective benefits processing services for the GEPF client: Management of the end-to-end process of admission, maintenance of members and records. Management of collection of contributions and reconciliation. Management and payment processing of benefits. Oversee the management and provisioning of benefits processing services for National Treasury client: Facilitation of payments and processing of Medical Aid, IOD and Military Pensions. Co-ordination of the provisioning of financial services for none contributory benefits. Co-ordination of the administration of the AIPF and TEPF in accordance with the relevant Acts. Management of administering of Special Pensions as defined by National Treasury. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

ENQUIRIE: Ms Vivian de Kock Tel No: (082) 411 6094
APPLICATIONS: (Information contained in the footer. 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.

NOTE: Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may 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 The key focus of the DDG Employee Benefits (COO) is to oversee the management of benefits administration services for the GPAA. One DDG: Employee Benefits (COO) position (permanent) is currently available at the Government Pensions Administration Agency. The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 04/32: CHIEF FINANCIAL OFFICER REF NO: CFO/2021/02 - 1P

SALARY: R1 521 591 - R1 714 074 per annum (Level 15) (all-inclusive package)
CENTRE: Gauteng
REQUIREMENTS: A relevant post-graduate qualification (NQF 8) as recognized by SAQA in a Finance or related field. A CA (SA), CIMA or similar professional qualification will be a requirement. At least 8 to 10 years relevant Financial Management experience at a Senior Management level. Proven track record as a Programme Head/Business Head. Experience in Financial Services, especially

**DUTIES:**

The successful incumbent will be responsible for a wide variety of tasks which include, but are not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of a management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding financial management to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of 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 and organized groups to improve the programme's overall performance. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the process of financial and investment management: Establish and promote healthy business processes that ensure efficient and effective service delivery within set expectation and agreed performance standards in the area of accountability and the overall optimization of the value chain for the Employee Benefits Group. Ensure that the Finance strategy and operating model is adequately budgeted for through the development and implementation of a fit for purpose budget. Ensure effective financial management, control and corporate governance. Act as the custodian for International Financial Reporting Standards (IFRS), governance and risk management. Support the GEPF Board of Trustees and GPAA Executive Authority on finance matters through participation in the respective committees, eg. Annual Financial Statements, Impairment of investment schedules, MTEF budget, Interim financial statements, etc. Prepare and present financial reports for the executive committees and provide the necessary guidance on financial matters to the executives. Oversee the Supply Chain Management process: Oversee the development of SLA’s for various service providers to monitor and report on SLA performance. Oversee all aspects of the procurement function, including tender preparation, evaluation and bid adjudication process. Ensure all relevant Committees (Specification, Evaluation and Adjudication) are in place and effective. Ensure that appropriate procurement processes, policies and procedures are in place to support the acquisition of goods and services. Oversee the management of all the resources in the programme. Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIES:**

Geraldine Turner Tel No: (084) 093 5765
APPLICATIONS: (Information contained in the footer). It is mandatory to email your application with the relevant supporting documentation to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email.

NOTE: Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may 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 shortlisted 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 key focus of the role is to oversee the financial well-being of the GPAA including the management of funds administered on behalf of its customers nationally. One permanent position for Chief Financial Officer is currently available at the Government Pensions Administration Agency– Gauteng Region. The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.