APPLICATIONS: 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: Felicia Mahlaba – Recruitment

CLOSING DATE: 23 April 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) form 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, including 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.

OTHER POST

POST 12/15

SENIOR STATE ACCOUNTANT: (MBA) PAYMENTS, RECONCILIATIONS AND TAX REF NO: SSA/MBA/2021-04-1PRA

Medical Benefits Administration Unit

SALARY

R316 791 per annum (basic salary) (Level 08)

CENTRE

Pretoria

REQUIREMENTS


DUTIES

Purpose of the role: To implement the payment processes of post-retirement medical benefits to various stakeholders and beneficiaries within the Medical Benefit Administration Section for Programme 2.1. Administration of Pension Benefits: Conduct the payment processes within the unit. Receive the monthly and arrear subsidy files from various Medical Schemes. Monitor calculations of the monthly, reconciliation and arrear subsidy payments. Ensure 2nd verification of BAS payment advices. Ensure confirmation of letters forwarded to Medical Schemes. Overseer that the payment stubs and correctly typed letters are forwarded to medical schemes with payment schedules. Monitor that all medical subsidy files are saved before payment runs. Ensure that provisional end dates are followed up and corrected on the system. Monitor that monthly overpayments are recovered from the monthly payments when BAS payment advice is checked. Maintain system updates in accordance with membership certificates received from the medical schemes. Ensure all liability reports are requested and forwarded to Medical Schemes to claim arrears. Confirm entities, lump sum payments, monthly and arrear payments captured on BAS. Render manual and electronic tax calculations in the unit: Monitor effective data capturing on electronic and manual tax calculation. Provide reconciliation of income tax certificate calculated manually and electronically. Maintain correct monthly, bi-annually and annual tax reconciliation. Provide manual and electronic tax directive processes. Ensure general ledger reconciliation on taxation three days after the monthly payment run. Monitor verification and comparison of actual amount payable to South African Revenue Service and amounts per system used. Provide assistance of service income tax related enquiries. Present information to other business units on tax related issues. Ensure the administration of reconciliation processes: Integrate data between different income tax related administration systems. Consolidate income tax information on financial system for reconciliation purposes. Ensure assistance with the year-end reconciliation of PAYE payments. Supervise the administration of the Unit: Ensure effective supervision of staff performance. Ensure effective staff development and training. Ensure effective communication to staff. Ensure effective supervision of the Section and staff. Ensure that monthly statistics on the verifications of Medical Subsidy claims and lump sum benefits are forwarded to the ASD. Note One permanent Senior State Accountant position at Medical Benefits Administration is currently available at the Government Pensions Administration Agency.

ENQUIRIES

Ms Felicia Mahlaba on Tel No: (012) 319 1455

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. (Information contained in the footer). 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 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.