

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE**

: 27 September 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 sent 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](http://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 six (6) 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 POSTS

**POST 32/26** : **ASSISTANT MANAGER PENSIONER MAINTENANCE REF NO: ASMNG/PM/2021/03-1P/09RA**

(Payments & Administrative Support)

The purpose of the role is: to ensure the implementation of all Pensioner Maintenance processes and payment of pension benefits within the EB Operations: Pensioner Maintenance.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R376 596 per annum (Level 09), (basic salary) Employee Benefits Operations  
: Pretoria Head Office

: An appropriate three year National Diploma/B Degree (at least 360 credits). Four (4) years' experience in an Employee Benefits environment which should include two years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Working knowledge of CIVPEN, Workflow and Pekwa will serve as an advantage. Knowledge of the benefits payable in a Pensioner Maintenance environment will be an added advantage. Knowledge of Employee Benefits. Knowledge of applicable legislation within GEPF. Knowledge of GEPF products and services. Knowledge of Public Service Prescripts and Legislation. Knowledge of Civil Pension Software (CIVPEN), Workflow and Pekwa. Knowledge of Ethical and Fraud awareness. Knowledge of Financial Management. Managerial and leadership skills. Planning and organizing. Communication skills. Decision and problem solving skills. Presentation skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Interpersonal relations. Customer service orientation. Persuasiveness and flexibility. Ethical business conduct. Ability to work under pressure. Ability to delegate. Accountability. Ability to establish controls and monitor tasks.

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which includes, but is not limited to the following: Monitor the Administrative Control within the unit: Ensure the timeous and accurate processing and authorization of pension Claims including the administration of death benefit payments. Assist in the identification of service delivery gaps and challenges within EB Pensioner Maintenance and broader EB environment and implement effective business solutions. Implement and maintain an effective system of internal controls, control environment and delegation of authority. Assist in the compilation and presentation of service delivery performance reports/progress for Senior Management. Develop and Review EB operations processes and systems: Implement the Operational Business Plan for EB Pensioner Maintenance to support and achieve the strategic objectives of EB. Ensure operational compliance with applicable legislation, statutes, policies and rules to ensure that the GEPF and National Treasury is not exposed to any risk or non-compliance. Conduct analysis on policies and make recommendations. Sound knowledge and ability to utilize systems used within the Pensioner Maintenance unit. Improve business relationships with employers and other stakeholders by eliminating old cases on hand. Monthly status report to stakeholders. Assist in compiling presentations and training manuals before going to workshop management and stakeholders. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required. Develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Felicia Mahlaba Tel No: (012) 319 1455 or email [Recruit1@gpaa.gov.za](mailto:Recruit1@gpaa.gov.za)  
: It is mandatory to email your application with the relevant supporting documentation to [Recruit1@gpaa.gov.za](mailto:Recruit1@gpaa.gov.za) quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic.

**NOTE**

: A permanent position of Assistant Manager: Pensioner Maintenance is currently available at the EB Operations Unit of the GPAA. 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). 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.

**POST 32/27** : **ADMINISTRATOR: TAXATION (RECONCILIATION) REF NO: ADM/TAX/REC/2021/08-1P**  
Finance

The purpose of the role is: To provide administrative support in the reconciliation of the General Ledger and EMP501 within GPAA.

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06), (basic salary)  
: Pretoria Head Office

: An appropriate three year tertiary qualification in Finance (at least 360 credits) with 18 months proven experience in Finance or Grade 12 certificate/Senior Certificate (Matric) with three years proven experience in Finance. Experience within Taxation will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Working knowledge of CIVPEN and Easy file will be an added advantage. Knowledge of the Income Tax Act and the interpretation thereof. Knowledge of the Pension Fund Act. Knowledge of the retirement Fund. Knowledge of GEP LAW. Knowledge of the PFMA. Excellent Communication (written and oral) and interpersonal skills. Numeracy skills. Methodical skills. Integrity. Reliability. Honesty. Quality orientation. Team orientation. Service orientation. Good leadership qualities.

**DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes, but are not limited to the following: Provide administration of Garnishee orders from SARS: Implement (create/authorise) garnishee orders from SARS (AA88's and IT88). Collect overpayments from SARS timeously. Reconcile account monthly after every payment run and compile reports. Administer the manual and electronic calculation of tax: Collate individual information with regards to income tax. Undertake the effective calculation of income tax electronically and manually. Capture data on electronic and manual tax calculation. Reconcile payment profile with task master. Handle audit queries and escalate to the relevant person. Effective administration of Tax General Ledger accounts: Undertake general ledger reconciliation on taxation three days after the monthly payment run. Provide effective reconciliation of IRP5's (testing). Request manual tax directives: Process manual tax directives requests on ODS platform. Ensure once directive received, tax deductions and payments are created and confirmed same day. Process tax adjustments daily: Create/authorize tax refunds and recoveries. Create/authorize voluntary tax deductions as per pensioner instructions. Process journals.

**ENQUIRIES APPLICATIONS** : Mr John Brouckaert Tel No: (011) 267 2920 or email [john@isilumko.co.za](mailto:john@isilumko.co.za)  
: It is mandatory to email your application with the relevant supporting documentation to [john@isilumko.co.za](mailto:john@isilumko.co.za)

**NOTE** : A permanent position of Administrator: Taxation (Reconciliation) is currently available at Finance Section in GPAA. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. 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.

**POST 32/28** : **SECURITY OFFICER SUPERVISOR: GUARDING & ACCESS CONTROL REF NO: SOS/FM/2021/09-1P**  
Facilities Management

The purpose of the role is to render a security service through protection, save guarding and access control within the GPAA.

**SALARY CENTRE** : R173 703 per annum (Level 05), (basic salary)  
: Pretoria Head Office

**REQUIREMENTS**

: Grade 12 with a Security Certificate, Registration with Private Security Industry Regulatory Authority (PSIRA) – that has not expired. A minimum of 6-12 months experience within the Safety & Security environment. Experience in supervising staff will serve as an advantage. Valid driver's license is mandatory, at least 6 months old (a certified copy must be attached to the application). Computer literacy in Microsoft packages. Knowledge of Access Control to Public Premises and Vehicles Act. Knowledge of Firearm Control Act. Knowledge of Control Room Operations. Knowledge of Private Security Industry Regulatory Authority (PSIRA). Knowledge of Criminal Procedure Act. Knowledge of Fire Brigade Act. Knowledge of Occupational Health and Safety Act. Knowledge of MISS. Knowledge of GEPF services and procedures. Analytical skills. Facilitation skills. Problem solving skills. Communication skills (verbal and written). Organising and coordination skills. Supervisory skills. Customer oriented. Ability to communicate at all levels. Work independently. Persuasiveness. Reliability. Efficient stress management. Self-efficiency. Integrity. Ability to multi-focus.

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which includes, but is not limited to the following: Perform and monitor access control functions: Determine whether visitors have appointments/or the services that the visitors requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents/cards as required. Escort visitors to relevant employees/venues where required. Lock and unlock entrances. Operate X-ray machines where applicable. Conduct daily inspections on all access control systems (CCTV, biometric, X-ray machines, walk-through metal detectors etc.). Identify suspicious conduct. Ensure that unauthorized persons and dangerous objects do not enter the building/ premises. Follow-up on incidents. Ensure and monitor safety in the building and the premises: Undertake building/premises patrols. Identify and check that doors are locked or unlocked as required. Check water leaks and that taps are closed. Check fire hazards, exposed electrical contacts and other fire hazards contacts and other fire hazards emanating from instance chemicals. Check that lights are switched on and off as required. Check suspicious objects and packages. Check contractors visiting the premises, ensuring that they comply with OHS requirements and that OHS induction was conducted. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and departmental management. Ensure and monitor that equipment, documents and stores do not leave or enter the building or premises unauthorised: Complete or ensure that the registers to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building/premises unauthorized. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Controlling of outsourced security service provider: Conduct daily checks to ensure compliance by the service providers to the agreed SLA and compiled job description. Submit reports daily to respective supervisor indicating performance standards. Ensure all incidents are recorded in the occurrence books/registers: Record all security breaches in different registers. Inform different managers of the security discrepancies noted during patrol.

**ENQUIRIES  
APPLICATIONS**

: Mr Ismael Radebe Tel No: (012) 399-2299 or email [Recruit4@gpaa.gov.za](mailto:Recruit4@gpaa.gov.za)  
: It is mandatory to email your application with the relevant supporting documentation to [Recruit4@gpaa.gov.za](mailto:Recruit4@gpaa.gov.za) quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic.

**NOTE**

: A permanent position of Security Officer Supervisor: Guarding and Access Control is currently available at GPAA: Facilities Management. 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). 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.