

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- CLOSING DATE** : 20 March 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 an annual performance agreement and will be required to undergo a security clearance.

## OTHER POSTS

- POST 09/07** : **PLANNER: MONITORING AND EVALUATION REF NO: P/M&E/2020/03-2P**  
Corporate Monitoring and Evaluation
- SALARY** : R316 791 per annum (basic salary)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An appropriate three year National Diploma/Degree in Monitoring & Evaluation or Research or a related three year qualification (at least 360 credits) coupled with 3 years' experience in Monitoring and Evaluation environment; Knowledge of Monitoring and Evaluation processes, Knowledge of Governmental Guidelines on Monitoring and Evaluation, Knowledge of Statistical Analysis,

Knowledge of Strategic Planning, Knowledge of Public Services Regulatory Frameworks, Analytical skills, Financial Skills, Customer relations skills , Problem solving skills, Communication skills (verbal and written) , Ability to build strong network relationships , Outgoing personality , Ability to work in a team, Ability to conduct research.

**DUTIES**

: The successful candidates will be responsible for the following functions and include, but not limited to: Providing support to the M&E Management team in executing M&E activities: Contribute to the development and implementation of the M&E Policy, M&E Strategy and M&E Framework; Provide M&E capacity building and support to business units; Assist in the development of the M&E system; Provide support in executing M&E activities at Regional and Satellite Offices; Provide M&E feedback to internal and external stakeholders; Assist in marketing the M&E function through different mediums of communication; Support the undertaking of risk management with regards to non-compliance to monitoring and evaluation directives; Provide support in the identification of the M&E best practices, latest developments and trends both nationally and internationally. Providing support to the Monitoring team in executing monitoring activities: Undertake needs analysis to identify the GPAA monitoring needs; Develop monitoring data collection tools; Gather, verify and analyze information for monitoring of organizational performance; Provide support in generating Monitoring Reports; Provide advice and support for business units in monitoring their initiatives. Providing support to the Evaluations team in executing evaluation activities: Undertake needs analysis to identify the GPAA evaluation needs; Develop evaluation data collection tools; Conduct internal and external evaluation studies; Gather, consolidate and analyze the evaluations data; Provide support in generating Evaluation and Research Reports; Provide advice and support for business units to undertake self-evaluations. Providing support to the Data Management team in executing data management activities: Collection and capturing of M&E and Research data and produce reports as well as trend analysis.

**ENQUIRIES  
APPLICATIONS**

: Mr Ismael Radebe Tel No: (012) 399 2299  
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria

**FOR ATTENTION  
NOTE**

: Mr Ismael Radebe – Recruitment  
: Various permanent M&E Planner positions in Corporate Monitoring and Evaluation are currently available at the Government Pensions Administration Agency. The purpose of the post is to provide Monitoring and Evaluation (M&E) support to the GPAA programmes.

**POST 09/08**

: **ADMINISTRATORS: TRACING REF NO: TA/UC/2020/02-3C**  
(12 Months Contract)  
Finance: Unclaimed Benefits

**SALARY  
CENTRE  
REQUIREMENTS**

: R208 584 per annum plus (Level 06) 37% in lieu of benefits  
: Bisho, Mthatha and Port Elizabeth  
: An appropriate three year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in accounting/financial management of which 6 months should be in administration OR A Senior Certificate/Grade 12 coupled with 3 years appropriate proven experience in accounting/financial management field of which 6 months should be in administration. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be an added advantage. The applications of individuals currently residing in the Eastern Cape May receive preference. Knowledge of PFMA. Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; deadline driven.

**DUTIES**

: The incumbent of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to; Trace beneficiaries. Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; engage government departments and other community

platforms to trace beneficiaries and members on unclaimed benefits list. Rectify error by updating the system with the correct information provided by the clients. Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing. Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases. Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Assistant Manager and the Outbound Call Centre Agent.

**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. Or drop off your application at any of the following offices in Eastern Cape, Bisho: No 12 Global Life Office Enter, Circular Drive or Mthatha: 2<sup>nd</sup> Floor, PRD Building, Corner Sutherland and Madeira Streets or Port Elizabeth: Ground Floor, Kwantu Towers, Sivuyile Mini-Square, next to City Hall.

**FOR ATTENTION**  
**NOTE**

- : Mr Lesiba Sehlapelo – Recruitment
- : Various positions for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency in the Eastern Cape. The positions will be filled as 12 months contract positions.