

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- CLOSING DATE** : 03 April 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-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 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/> Disclaimer: No appointment on SMS level will be effected without proof of the completion of the pre-entry certificate. 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 11/06** : **ADMINISTRATOR: TAXATION (PROCESSES) REF NO: ADM/TAX/2020/03-1P**
Finance
- SALARY** : R208 584 per annum (level 6)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An appropriate three year tertiary qualification in Finance (at least 360 credits) with 18 months proven experience in Finance Or A 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 (Word, Excel);

Knowledge of the Income Tax Act and the interpretation thereof: Knowledge of the PFMA; Knowledge of the Pension Fund Act: Knowledge of the Retirement Fund: Knowledge of the GEP LAW: Excellent communication (written and oral) and interpersonal skills: Numeracy Methodical skills: Integrity/Reliability/Honesty: Quality orientation: Team orientation: Service orientation.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Effective administration of Garnishee orders from SARS. Implement garnishee orders from SARS (AA88's and IT88) (create): Compile IT88 and AA88 reports to SARS after every payment run: Ensure that proper collection of overpayments from SARS is done timeously. Process tax adjustment daily: Create/authorise tax refunds and recoveries: Create voluntary tax deductions as per pensioner instructions (TS01): Create journals on tax. To effectively administer the manual and electronic calculation of tax: Collation of 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 tax master: Attend to audit queries and resolve them timeously. Provide the effective resolution of income tax related enquiries: Timeously attend to income tax related enquiries: Administrate continued adherence to relevant client care directives; Provide answers to call centre: Walk-In Centre and regional offices on tax related issues. Request manual tax directives on ODS platform daily: Ensure that all ODS Tax requests are done daily: Ensure that once directive received Tax & payments are created in time and confirmed on the same day: Authorize tax deductions on Lump sum payments and update tax master correctly.

**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, Pretoria or Private Bag x63, Arcadia, Pretoria

**FOR ATTENTION
NOTE**

: Mr Lesiba Sehlapelo– Recruitment
: One position for an Administrator: Taxation is currently available at Finance Section in GPAA. The position will be filled as a permanent position. The purpose of the role is: To provide support in the administration of manual, electronic tax processes and resolution of related enquiries within the Organization.