

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

- : 31 July 2020 at 12h00 noon No late applications will be considered.
- : Take note of the disclaimer mentioned on each advert during COVID lockdown. It is preferred 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. A Z83 not signed, will be deemed a regret. Only send documents related to the requirements in the advert. 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.

MANAGEMENT ECHELON

<u>POST 17/01</u>	:	<u>GENERAL MANAGER: MANAGEMENT SUPPORT SERVICES REF NO: GM: MSS/2020/06-1P</u> Corporate Services The purpose of the role is to drive, render and manage support services in the GPAA and report into the Executive Manager Corporate Services.
<u>SALARY</u>	:	R1 251 183 - R1495 956 per annum (Level 14) (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant Bachelor's degree/B Tech (NQF Level 7) as recognized by SAQA. Minimum of 10 years relevant experience in a Management Support Services environment. (A combination of experience within a minimum of 2 or more of the following six sub disciplines will receive preference, namely Information Security; Physical Security; Project Management Office; Management Information Systems; Corporate Monitoring and Evaluation; Corporate Communications and Marketing). At least 5 years Senior Management experience within the relevant field. A proven track record as a Programme Head/Business Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Strategic capability. Service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management. Communication. Knowledge management. Problem solving and analysis. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player. Benefits administration. Customer relationship management (channel management). Relevant legislative requirements and GPAA policies and procedures. Industry knowledge. Financial management including budgeting and forecasting. Pension Fund Regulations and rules. Compliance management. Relevant systems.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks, which includes but are not limited to the following: Drive the Implementation of the Division strategy: Develop, implement and monitor achievement of effective Strategic objectives. Ensure the development, implementation and maintenance of Division policies, procedures, and processes in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Division. Contribute to the annual strategic plan. Analyze Division trends and prepare management reports. Track new developments in practices to improve the effectiveness and efficiency of the Division. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Ensure the provision of accurate and current advice regarding Division functions to all stakeholders. Ensure analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Ensure quality of service provided to internal and external customers/clients/stakeholders. Represent the Division at all relevant committees and forums. Proactively ensure the identification and mitigation of risks. Initiate and sponsor projects in the Division and support organization wide projects through communication initiatives. Drive the provision of marketing, communication and stakeholder management services: Manage the rendering of media and stakeholder liaison services. Manage the rendering of branding, events and advertising services to the Department. Manage the rendering of effective and efficient internal communication support services to the Department. Manage the rendering of publication services. Drive and coordinate all monitoring, evaluation and reporting systems in the Department: Manage the development, maintenance and implementation of evaluation guidelines and frameworks. Manage the organizational performance monitoring and reporting for the Department. Coordinate and manage the implementation of integrated Departmental M & E data systems. Drive the provisioning of well-defined MIS

driven strategic planning, research and policy implementation for the Department: Facilitate research to guide and inform organizational strategy. Manage and coordinate the implementation of strategy and operational planning programmes. Render MIS services to the business units. Manage all research and policy development in the Department. Drive and coordinate all projects initiated through the Project Management office: Manage the coordination and integration of the delivery of projects. Ensure proper management of change requests and control scope through effective execution plans. Facilitate the development, registration and implementation of projects through set project management methodologies. Facilitate proper project closeout and handover processes. Drive the provisioning and maintenance of Physical Security and Secured facilities: Ensure facilitation and procurement of fleet, travel and accommodation requirements of the GPAA. Ensure and monitor the provision of security management services. Ensure facilities provisioning and management. Drive the provisioning and maintenance of effective Information Security: Ensure the management of ICT systems security. Ensure management of document security. Ensure the management of ICT compliance management. Manage all the resources in the Division: Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure 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 Division.

ENQUIRIES : Ms Vivian de Kock Tel No: (082) 411 6094 or email rh.gpaa@adcorpgroup.com
APPLICATIONS : Please forward your application, quoting the relevant reference number, and email to rh.gpaa@adcorpgroup.com

FOR ATTENTION : Vivian de Kock
NOTE : One permanent General Manager Management Support Services position is currently available at the Government Pensions Administration Agency: Corporate Services. Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to quoting the reference number in the heading. Avoid posting or hand delivering. Disclaimer: The Successful Applicant Will Not Be Appointed before Completion of the Pre-Entry Certificate for SMS as Prescribed by the DPSA.

POST 17/02 : **SENIOR MANAGER: OPERATIONS GPAA PROGRAM 2.1 REF NO: SOM/PR2.1/2020/06-1P**
 Operations GPAA Program 2.1
 The purpose of the role is to manage the provisioning of the operations and financial administration of Programme 2.1 funds.

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA, A minimum of eight years demonstrated experience in the Operations Management field of which five years' experience should be at a middle/senior managerial level. Candidates with relevant experience in a Pension fund, Employee Benefits and or Medical Administration will receive preference. Experience in Financial Services, Insurance services or investment will be an advantage. Strategy and Operations Management. Analytical and problem solving skills. Presentation skills. Planning and Organizing skills. Assertive. Pro-active. Approachable and Innovative. Team player. Knowledge of Prescribed Regulations, policies, PFMA and Treasury regulations, Knowledge of Public Service Act and Regulations, Effective computer skills in Microsoft Office products.

DUTIES : The incumbent will be responsible for a wide variety of tasks, which includes but are not limited to the following: Direct the implementation of Post-retirement medical benefits: Forge relationship with CRM to ensure that PRMB administrative challenges are attended to by Employer departments; Ensure that Employee benefits understand the impact and expectation from Programme 2.1 regarding speedy finalization of pension benefits; Oversee the monitoring of production

statistics and put measures in place to address backlogs; Participate in HR Forums, Retiring member campaigns and GEPF Roadshows. Ensure administration of Injury On Duty benefits: Forge relationship with CRM to ensure that IOD challenges are attended to by Employer departments; Ensure that Employee Benefits Department understands the impact and expectations from Programme 2.1 regarding the administration of Third pension; Oversee the monitoring of production statistics and put measures in place to address backlog; Participate in HR Forums, Retiring member campaigns and GEPF Roadshows. Ensure provision of Military & Miscellaneous Pensions: Provision of effective and cost efficient treatment to disabled military pensioners in respect of their accepted pensionable disabilities; Oversee the effective management and processing of medical accounts; Oversee the monitoring of production statistics and put measures in place to address backlogs. Ensure implementation of P2.1 Operations strategy: Develop, implement and monitor achievement of an effective Business Plan and budget for Post-Retirement Medical Subsidies, Military Pensions and Medical Accounts and Injury On Duty within the Operations business unit to support the achievement of GPAA's strategic objectives; Implement and maintain Operations policies, procedures, templates, and processes, in accordance with best practice; Ensure implementation of an effective short, medium and long-term Operations strategy for the Units; Analyze trends and prepare reports to provide recommendations and relevant Operations information to relevant stakeholders to take appropriate decisions; Track new developments in practices to improve the effectiveness and efficiency of the Operations function; Ensure implementation of a management effectiveness and leadership strategy; Ensure implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance with Public Service requirements; Engage in strategic relationships with relevant stakeholders to serve the interest of the business unit; Liaise with CRM to resolve client queries; Analyze service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies; Proactively ensure the identification and mitigation of risks. Management and development of staff Ensure the development and management of staff within the business unit; Implement and maintain a relevant management approach to support effective business results within the business unit; Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery; Set, agree and monitor performance of direct reports, and ensure alignment with planned targets; Ensure the effective utilization of all other resources (including ICT, Assets, Infrastructure, etc) within the Business Unit; Establish and manage agreed budgets in consultation with the General Manager Program 2.1 ensuring that costs are contained.

**ENQUIRIES
APPLICATIONS**

: Email to gpaa01@ursonline.co.za
 : Please forward your application, quoting the relevant reference number, in the heading to the email below # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you should email your application with the relevant supporting documentation to gpaa01@ursonline.co.za quoting the reference number in the heading

**FOR ATTENTION
NOTE**

: Ismael Radebe
 : One permanent Senior Manager Operations position is currently available at the Government Pensions Administration Agency: Programme 2.1

OTHER POSTS

POST 17/03

: **MANAGER: OPERATION SUPPORT SERVICES REF NO: MNGR/OSS/2020/06-1P**
 Client Relationship Management
 The main purpose of this position is the management of Registry, Incoming and Outgoing mail, Scanning and indexing within the GPAA.

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (Level 11) (cost to company – all-inclusive package)
 : Pretoria
 : A relevant three-year Bachelor's Degree/N Dip/B Tech within Public Service Management or relevant field (360 credits) with six (6) years relevant experience in Document Management of which three (3) years was in a

supervisory/managerial role. Knowledge of Process Flow management. Knowledge of Document processing procedures. Knowledge of Applicable legislation within Employee Benefits. Knowledge of GEPF services and products. Knowledge of Microsoft Office products. Knowledge of Performance Management. Team coaching ability. Strong leadership and managerial skills. Strategic thinking skills. Good communication skills. Good problem solving skills. Good organising skills. Ethical business conduct. Quality and Customer service orientation. Ability to work under pressure. Self-reliance. Working towards integrated service. Embracing continuous improvement. Good Interpersonal relations

DUTIES

: The successful candidate will be responsible for the following functions and include, but not limited to: Manage Filing, Storage and Retrieval of Files and Documents: Engage with the storage service provider frequently to ensure that GPAA files and documents are kept safe; Ensure that requests on retrieval of files and documents are done within 24 hours upon request; Ensure that files are not kept within GPAA for more than 3 months; Maintenance of records of all enquiries; Monitoring of turnaround times; Ensure that documents are registered and scanned and indexed within 24 hours; Ensure adherence to SLA for document processing; Ensure all files are scanned before storage; Ensure documents that reached the required retention period according to National Archives are shredded; Ensure files are destroyed according to National Archives Act. Manage cases received via the Electronic System: Manage cases received on the electronic indexing system; Ensure the cases are indexed correctly within agreed time-frames; Ensure that electronic cases on the PORTAL system are correctly re-indexed. Manage Incoming and Outbound mail: Manage incoming mail from the service providers, reception, and all courier mail; Ensure that internal clients receive their mail; Ensure that all processes set pertaining processing of incoming mail are followed; Manage outgoing mail through the Post Office and courier services; Ensure that machines are utilized effectively by personnel; Ensure dispatching of mail according to the procedures within 72 hours. To ensure the internal scanning, indexing and distribution within the GPAA: Oversee the receiving of documents from inbound for audit trail purposes; Monitor accurate scanning of documents after receipt from inbound; Monitor that the electronic images of the documents are captured on the electronic indexing system; Oversee that documents and files are distributed according to their destination of business units as per the agreed timeframes; Engage with ICT with regards to the servicing of scanners. Provide input to the strategic management of the unit: Compile comprehensive operational plans, quarterly and annual report; Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended; Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery; Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other area. Manage budgets of the unit: Ensure that the unit budget is prepared for approval on time; Ensure that variance report is prepared and submitted to budget unit on time. Manage Risk register of the unit: Ensure that all risk register items identified are investigated and mitigated within the specified period; Ensure that all risk recommendations are implemented according to risk assessment ratings. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets; Allocate work according to the individual workload, expertise and developmental needs of the individual; Identify development and succession planning requirements; Ensure employment equity compliance; Monitor that outputs achieve business requirements; Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures; Motivate staff through the implementation of various reward mechanisms; Facilitate organizational communication through appropriate structures and systems; Manage the budget of the unit and monitor expenditure patterns as per prescripts.

ENQUIRIES
APPLICATIONS

: Ms Mapule Mahlangu Tel No: (012) 399-2639
: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION NOTE : Ms Mapule Mahlangu – Recruitment
 : One permanent Manager: Operational Support Services is currently available at the Government Pensions Administration Agency.

POST 17/04 : **RESEARCH AND POLICY MANAGER REF NO: RPM/SP/2020/06-1C**
 (12 months contract)
 Strategy and Policy

SALARY : R733 257 - R863 748 per annum (Level 11) (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree/N Dip or recognized three (3) year tertiary qualification (at least 360 credits) in Management with six (6) years' appropriate strategic research and policy development experience which should include three years proven supervisory/management experience. Working experience in a policy office. Computer literacy in Microsoft packages including MS Office Pro. A Portfolio of evidence will be a prerequisite. Knowledge of Policy formulation. Knowledge of Research and Methodology. Knowledge of Qualitative and Quantitative research. Knowledge of Roman/Dutch and SA Law. Knowledge of Process and Workflow. Knowledge of Political Science. Knowledge of Ethics. Knowledge of Risk Management. Project Management skills. English writing skills. Supervisory skills. Facilitation skills. Statistical analysis skills. Research skills. Professionalism. Ethical behaviour. Self-discipline. Motivator. Punctual and target driven.

DUTIES : The aim of the position is to manage all research and policy development in the Department. Policy development and communication: Oversee the revision and development of GPAA policies; Make recommendations for policy changes; Provide support and advice on policies and practices and the implementation thereof; Ensure availability of all policies to staff; Conduct training and awareness sessions on policies; Develop and circulate pamphlets / documentation regarding policies and implementation / changes; Develop articles for circulation to staff; Ensure all policies are available on the intranet; Maintain a policy repository-file, network and internet. Coordinate and facilitate research activities: Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies; Draft research specifications, based on needs analysis; Ensure research is conducted within set timeframe to meet policy requirements; Oversee quality control of research; Respond to internal and external research enquiries; Conduct research, using different research methodologies, within timeframes and budget; Compile formal findings report with substantiating statistics. Develop the research agenda for the GPAA and maintain protocols for internal and external research: Conduct needs analysis and identify areas of research; Prioritise research and provide feedback; Maintain research protocols; maintain the repository of research products and facilitate dissemination of research results and draft research reports. Manage and develop staff reporting to this position: Set, agree and monitor performance of direct reports, check that aligned with performance agreements; Identify development needs and succession planning requirements and provide coaching and mentoring as appropriate; Allocate work according to the individual workload, expertise, and developmental needs of the individual; Ensure employment equity compliance; Monitor that individual outputs achieve business requirements; Recruit departmental staff using defined processes; Facilitate staff productivity and efficiency, minimizing absenteeism and turnover; Motivate staff through the implementation of various recognition mechanisms; Facilitate communication through appropriate structures and systems; Enable knowledge sharing and knowledge transition processes, including sharing of best practices across the GPAA; Contribute input to performance feedback and coaching of team members.

ENQUIRIES APPLICATIONS : Mr Ismael Radebe Tel No: (012) 319 2299
 : Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION : Mr Ismael Radebe Tel No: (012) 319 2299

- NOTE** : A 12 Months contract position of a Research and Policy Manager is currently available at GPAA: Head Office.
- POST 17/05** : **ASSISTANT MANAGER: PROGRAMME 2.1 FINANCE (FINANCIAL ACCOUNTING) REF NO: ASM/P1-FINANCE/2020/06-1P**
 Permanent
 Programme 2.1
 The purpose of the post is to assist in the management and provision of Financial Accounting and General Ledger services for the National Treasury Funds.
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (basic salary)
 : Pretoria
 : An appropriate three year National Diploma/Degree in Financial Management or Financial Accounting Field (at least 360 credits) coupled with 4 years' experience in Financial Management Accounting of which 2 years should be in supervisory level. Knowledge of International Financial Reporting Standards; Knowledge of Regulatory Reporting Requirements for Retirement Funds in SA; Knowledge of Pension Fund environment; Knowledge of Financial Accounting; Knowledge of Risk Management; Analytical skills; Supervisory/management skills; Time management; Honesty and integrity; Hardworking; Attention to detail and Openness to change. Supervisory/management skills; Good communication and interpersonal skills; Good problem solving skills; Ability to work in a team and independently; Time management; Honesty and integrity; Hardworking; Attention to detail and openness to change.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Implement financial revenue, expenditure management and accounting; Ensure the adherence of policy and legislative framework to ensure that cognizance is taken of new developments; Assist in developing and maintaining policies and processes; Submit reports and plans as required; Ensure compliance with financial prescripts; Provide advice and guidance to role players on revenue and expenditure procedures; Ensure that risks are identified in the unit; Implement and present results of internal controls to mitigate risks; Align internal controls with GPAA's policies and strategic objectives; Recommend corrective measures on deviation to internal controls; Assisting in testing of internal control solutions; Outline risk management processes within the Programme 2.1 Finance unit and implementation of action plans; Implement the coordination and compilation of the National Treasury Funds budget: Medium Term Expenditure Framework (MTEF), Estimate of National expenditure (ENE) and Adjustment Budget in compliance with National Treasury guidelines and assist with inputs and liaise with NT Public Finance. Undertake revenue, expenditure management and accounting work as required: Ensure that debt management, monitoring and reporting services are rendered; Ensure that payment for goods and services, transfers, subsidies and reporting are efficiently and effectively performed; Review and posting of monthly journals (BAS & Civpen); Review the monthly advance request to National Treasury; Review and check monthly administration claims by GPAA to National Treasury; Process information; Ensure that expenditure is in line with the budget and item provisioning and Facilitate the process of transfer payments/subsidy. Preparations of Audit processes and Fund Liabilities: Liaise with external and internal auditors; Preparation and provision of year-end audit file; Preparation and provision of additional information required by the auditors; Resolution of internal and external audit queries; Implementation of internal and external audit recommendations and determine, calculate and classify of fund liabilities for the National Treasury Funds monthly. Facilitation of General Ledger transactions: Provide inputs to GPAA Finance on creation of new ledger accounts; Facilitate journal processing of General Ledger transactions; Process General Ledger transactions; clear all suspense accounts before closure of the reporting period; Review of reconciliations of General Ledger accounts. Provide financial reporting services: Preparation of annual financial statements for audit purposes; Preparation of quarterly and interim financial statements required by management of the relevant Funds; Participating in NT AFS Committee Providing quarterly inputs for organizational performance reporting; Reviewing of monthly fund reports and reviewing of monthly administration reports. Management and development of

staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, developing performance standards and evaluating team and individuals; Monitor staff regarding human resources such as leave, recruitment, grievances and discipline and compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.

**ENQUIRIES
APPLICATIONS**

: Ms Mapule Mahlangu Tel No: (012) 399-2639
: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za quoting the reference number in the heading.

**FOR ATTENTION
NOTE**

: Ms Mapule Mahlangu – Recruitment
: One permanent Assistant Manager: Finance - Programme 2.1 position is currently available at the Government Pensions Administration Agency.

POST 17/06

: **SENIOR STATE ACCOUNTANT REF NO: SSA/PRO2.1/2020/06-1P**
Programme 2.1 Financial Accounting

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 per annum (Level 08) (basic salary)
: Pretoria
: An appropriate three year National Diploma/ Degree in Financial Management or Financial Accounting field (at least 360 credits) coupled with 3 years' relevant experience in Financial Management Accounting of which one (1) year should be in a supervisory role/level. Knowledge of International Financial Reporting Standards. Knowledge of Regulatory reporting requirements for Retirement Funds in SA. Knowledge of Pension Fund environment. Knowledge of Financial Accounting. Knowledge of Risk Management. Analytical skills. Communication and interpersonal skills. Problem solving skills. Ability to work in a team and independently. Time management skills. Honesty and integrity. Hard working. Attention to detail. Openness to change.

DUTIES

: The aim of the position is to coordinate, review and undertake the implementation of financial accounting systems and procedures for the National Treasury Funds. The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to Ensure supervision of financial process: Prepare a memorandum to National Treasury explaining variances. Support the undertakings of researches on latest trends on cash flow management related internal controls. Align internal controls with GPAA policies and Auditor General strategic guidelines. Supervise continuous adherence to developed and approved internal controls. Support the undertaking of corrective measures on deviation to internal controls. Monitor General Ledger. Provide financial reporting services: Preparation and provision of expenditure reports. Compile financial reports regarding turnaround times, documents processes and error rates. Perform end of day duties to ensure effective reporting, identification of issues and Evaluate financial documents. Provide financial reporting services: Monitor the recording of cash flow transactions. Ensure the undertakings of cash flow management risk analysis processes. Supervise the administration for audit queries on cash flow management. Assist with the preparation of annual financial statements for audit purposes. Assist with the preparation of quarterly and interim financial statements required by management of the relevant Funds. Provide quarterly inputs for organisational performance reporting. Preparation of monthly fund reports and Preparation of monthly administration reports. Undertake revenue, expenditure management and accounting work as required: Render debt management, monitoring and reporting services. Ensure payment for goods and services, transfers, subsidies and reporting. Provide financial administration and accounting services (ledgers/journals, accounting and reporting, interim and annual financial statements). Check monthly administration claims by GPAA to National Treasury. Preparation of monthly journals (BAS & Civpen). Preparation of the monthly advance request to National Treasury. Process information. Ensure that expenditure is in line with the budget and item provisioning. Facilitate the process of transfer payment/subsidy. Determine, calculate and classify of fund liabilities for the National Treasury Funds monthly. Assist with the coordination and compilation

of the National Treasury Funds budget; Medium Term Expenditure Framework (MTEF), Estimate of National Expenditure (ENE) and Adjustment Budget in compliance with National Treasury guidelines.

**ENQUIRIES
APPLICATIONS**

: Ms Felicia Mahlaba Tel No: (012) 319-1455
: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit1@gpaa.gov.za quoting the reference number in the heading.

**FOR ATTENTION
NOTE**

: Felicia Mahlaba – Recruitment
: A permanent position of Senior State Accountant is currently available at GPAA: Head Office for Programme 2.1 – Financial Accounting.

POST 17/07

: **SENIOR STATE ACCOUNTANT: (MBA) PAYMENTS, RECONCILIATIONS AND
TAX REF NO: SSA/MBA/2020-06-1P**
Medical Benefits Administration Unit

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 per annum (Level 08) (basic salary)
: Pretoria
: An appropriate three year National Diploma/Degree/qualification in the Finance Field (at least 360 credits) coupled with 3 years' experience in a Financial Accounting environment of which one (1) year should be within a supervisory level. Knowledge of Medical Schemes Act. Knowledge of Employee Benefits. Knowledge of PFMA. Knowledge of GEPF services & products. Knowledge of Basic Accounting System (BAS). Knowledge of Microsoft Office products. Knowledge of PSCBC Resolutions, Determinations and Directives. Customer oriented. Ability to communicate at all levels (verbal and written). Outgoing personality. Ability to build strong network relationships. Teamwork. Ability to work under pressure. Ethical business conduct. Accountable at all times. Analytical skills. Effective organising skills. Problem solving skills. Numerical and reconciliations skill. Supervisory skills.

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. Oversee 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.
<u>ENQUIRIES</u>	:	Ms Ntsibakazi Mtshabe Tel No: (012) 399-2758
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit1@gpaa.gov.za quoting the reference number in the heading.
<u>FOR ATTENTION</u>	:	Ntsibakazi Mtshabe – Recruitment
<u>NOTE</u>	:	One permanent Senior State Accountant position at Medical Benefits Administration is currently available at the Government Pensions Administration Agency
<u>POST 17/08</u>	:	<u>SECRETARY: BID ADJUDICATION COMMITTEE REF NO: BACS/SCM/2020/06 – 1C</u> (12 months contract) Supply Chain Management The purpose of the role is to take accurate minutes of the meeting proceedings, to ensure the accurate compilation of bid submissions and to assist the Bid Adjudication.
<u>SALARY</u>	:	R316 791 per annum (Level 08) (basic salary) plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized Bachelor Degree/National Diploma qualification within the relevant field (Supply Chain Management or Finance related) as recognized by SAQA (at least 360 credits) combined with three years' experience within the Supply Chain Management environment with specific reference to BAC secretarial experience. Preference will be given to candidates with Bid Adjudication Committee experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge and relevant experience in any procurement related software packages such as ACCPAC, SAP, BAS or LOGIS will be an added advantage. Excellent knowledge of applicable legislation such as PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act, Supply Chain Management Framework. In-depth knowledge of the code of conduct for Supply Chain Management Practitioners. Adherence to stipulations of the National Archives of South Africa Act, 1996 (Act No. 43 of 1996). Knowledge of Public Service Act, Policies and Regulations; Presentation skills; Analytical skills; Communication skills; Report writing skills; Problem solving skills; Planning and organizing skills; Pro-active; Dead-line driven; Ability to work independently; Ability to work under pressure; Integrity and honesty and Customer oriented.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Record Bid Adjudication Committee proceedings and maintain records: Customize standard bid submissions. Assist with the administration of the bid adjudication process. File all related BAC records. Maintain mechanical and written records of proceedings (minutes). Arrange meeting venues and bookings for BAC sessions (logistical arrangements). Ensure compliance with National Treasury prescripts and related regulations and legislation. Facilitate the timeous publication of BAC packs and related documents on the BAC shared drive. Verify accuracy of submitted documents: Develop a BAC pack checklist. Assist evaluation teams with submissions for recommendation to the Bid Adjudication Committee (BAC). Develop and maintain BAC submission templates. Maintain accuracy and consistency of BAC resolutions. Manage BAC statistics regarding resolutions made. Manage matters arising on BAC minutes. Implement Bid Adjudication Committee resolutions: Draft BAC action plans and make proper follow-ups; trace and follow up memo's that need to be signed off; distribute e-mails and information that is relevant to BAC. Governance of meeting proceedings: Ensure that all BAC proceeding declarations are recorded; Check the quorum requirements of meeting proceedings; Ensure that all members are properly appointed before they assume duties; Co-ordinate compliance requirements in relation to urgent meetings and sessions.
<u>ENQUIRIES</u>	:	Mr Ismael Radebe Tel No: (012) 319 2299

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the heading.
- FOR ATTENTION NOTE** : Mr Ismael Radebe – Recruitment
: A 12 Months contract position of a Secretary: Bid Adjudication Committee is currently available at GPAA: Head Office.
- POST 17/09** : **SENIOR STATE ACCOUNTANT (EB ACCOUNTING) REF NO: SSA: EB-A/2020/06-1P**
EB Accounting
The main purpose of the position is to render effective, efficient and accurate financial administration support services.
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08) (basic salary)
: Pretoria
: An appropriate three year National Diploma/Degree/qualification in the Finance Field (at least 360 credits) coupled with three (3) years' experience in a Financial Accounting environment of which one (1) year should be within supervisory level. Knowledge of Public Finance and Management Act; Knowledge of Government Employees Pension Rules and Legislations; Knowledge of Financial accounting; Knowledge of General ledger bookkeeping; Analytical thinking; Good customer relations; Good communication skills; Good problem solving skills; Ability to work in a team; Ability to work accurately and independently; Honesty/integrity; Hardworking; Attention to detail.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Administration of General Ledger transactions and render financial accounting services: Perform reconciliations of general ledger accounts; Process journal entries and corrections; Follow up on differences and make the relevant corrections; Perform membership and pensioner's reconciliations; Perform manual calculation of AIPF and TEPF year-end provision for benefits payable; Supervision of unpaid and or returned payments from the bank/post office; Supervision of allocating payment transactions; Supervision of cashier office; Supervision of Pay Master General (PMG) debits; Ensure that benefit payment statistics are provided monthly to management; Review payments relating to maintenance order, magistrate courts, suppliers or beneficiaries; Review payments of interest effected on late benefits; Review and confirm new and updated pay points; Ensure that deductions of maintenance orders are implemented; Ensure that payment schedules are sent after each payment run; Ensure that money is collected, recorded and banked on time; Ensure end dates on payments are done correctly and removed on the same day; Request system updates when there is a need; Test changes on test platform and ensure correctness of data; Ensure correctness of changes in production environment; Ensure that pension pay-out is claimed from departments; and enquiries are attended to and handling of general customer enquiries. Monitoring and ensuring that procedures are adhered to relating to daily, funeral, monthly, Accpac and Special Runs: Ensure that all payment run reports are available after the run; Review payment run reports and journals processed; Ensure that EFT payment files are sent to Bankserv; Ensure that cashbook files are sent to National Treasury; Ensure that payment above R1 million are loaded on Safety Web National Treasury (NT); Authorise payments on Safety Web; Ensure VET reports are received after payment runs and accurate information is displayed; Ensure relevant schedules are sent after each payment run; Ensure that expenditure incurred is reported to National Treasury; Ensure that payment statistics are recorded for every payment run and recall amounts incorrectly paid. Assist with the management of audit processes: Assist in the preparation, enquiries and provision of information required by the auditors. Administration of the verification of manual supplier's details: Capture banking details portal; Ensure that feedback is received via safety web; Forward feedback to relevant business unit and follow up on feedback not received. Supervision of the staff: Allocate work according to skills and competencies of subordinates; Manage staff performance; Develop, train and coach; Maintain discipline; Ensure

**ENQUIRIES
APPLICATIONS**

that subordinates are informed about changes in work environment for management decisions; Ensure that leave records are submitted to HR after approval of the Head of Division; Ensure that stationery is ordered on time; Ensure that unit refreshments are ordered on time and ensure that payslips are collected, Distributed within the section and returned back to Salaries within the required time.
: Ms Mapule Mahlangu Tel No: (012) 399 2639
: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za quoting the reference number in the heading.

**FOR ATTENTION
NOTE**

: Ms Mapule Mahlangu – Recruitment
: One permanent position of Senior State Accountant: EB Accounting is currently available at the Government Pensions Administration Agency.

POST 17/10

: **PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION**
PROCESSING REF NO: PBAP/EB-OPS/2020/07-10C
(12 months contract)
Employee Benefits
The purpose of the role is to provide administrative support for the processing and payments of claims.

**SALARY
CENTRE
REQUIREMENTS**

: R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits
: Pretoria
: An appropriate three (3) year tertiary qualification at least 360 credits (preferably in administration/finance) with 18 months proven experience in the administration/processing of Retirement fund/Employee Benefits Or Senior Certificate (with preferably either Mathematics or Accounting as a passed subject) with 3 years proven experience in administration/processing of Retirement fund/Employee Benefits. Experience of the MS Office package, with particular focus on MS Excel. Knowledge of standards and procedures of claims processing. Knowledge of HR matters. Policy formulation. Stakeholder management. Analytical thinking. Financial management. Good communication skills. Attention to detail. Customer orientation. Creative thinking. Negotiation skills. Logical thinking. Production driven.

DUTIES

: The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to Process Claims: Review applications/claims received for various types of exits or claims. Check that all supporting documentation is attached as per the requirements of the specific claim. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member's information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case, routing the calculation last point. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the various Funds/schemes. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.

ENQUIRIES

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit1@gpaa.gov.za quoting the reference number in the heading.
- FOR ATTENTION NOTE** : Felicia Mahlaba – Recruitment
: Various positions for Processors (EB Administrators) at EB Operations (various sub units) are currently available at the Government Pensions Administration Agency. These positions will be filled on a 12 months contract.
- POST 17/11** : **RISK ADMINISTRATOR: ENTERPRISE WIDE RISK REF NO: RA/EWR/06-2C**
(12 months contract)
Enterprise Wide Risk
The purpose of the role is to ensure efficient and effective administrative support of risk and management activities.
- SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits
: Pretoria
: An appropriate three year tertiary qualification in Risk Management or relevant field (at least 360 credits) with 18 months proven experience within the Enterprise Risk/relevant environment Or Grade 12 with three years proven experience within the Enterprise Risk/relevant environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel) and Barnowl. Knowledge of Corporate Governance (King IV). Knowledge of Risk Management Processes (COSO, ISO31000). Knowledge of Barn owl system. Knowledge of Prescribed Regulations & Policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations & other Government prescripts. Good problem solving skills. Analytical skills. Good communication skills both written and verbal. Good planning and organizing skills. Assertiveness. Proactiveness. Approachable and innovative. Team player.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Render Administrative support in the Risk Analysis and monitoring process: Assist in implementing risk management plan. Provide support for the conducting of operational Risk assessments. Assist management in identifying risks. Assist Management in evaluation/rating of risks. Assist in the development of draft risk reports. Assist in monitoring the implementation of the operational risk mitigation plans. Conduct risk awareness and training. Assist in coordinating and facilitating the development of a risk profile: Document risk information on Barnowl system; assist in planning, scheduling and providing end – user training on Risk Management software; Administration of the Barnowl; Capture progress notes on Barn Owl after monitoring (implementation of action plans); Print reports from Barn Owl. Provide Administrative support to Risk Management Unit. Assist in co-coordinating Risk Management Committee meetings; Prepare Risk Management Committee meeting packs before the meeting; assist with any administrative duties to ensure effective operation of risks to the Risk Committee and the Unit.
- ENQUIRIES APPLICATIONS** : Ms Mapule Mahlangu Tel No: (012) 399 2639
: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za quoting the reference number in the heading.
- FOR ATTENTION NOTE** : Ms Mapule Mahlangu – Recruitment
: Various Risk Administrator positions are currently available at the Government Pensions Administration Agency: Enterprise Wide Risk Section on 12 months contract.

POST 17/12 : **SUPPLY CHAIN ADMINISTRATOR: LOGISTICS MANAGEMENT REFNO: SCA/LM/2020-06-2CRA**

(12 months contract)

Supply Chain Management

The purpose of the role is: To provide administrative assistance and support in the sourcing of goods and services through quotation process for respective business units in GPAA.

SALARY : R208 584 per annum (Level 06) basic salary) plus 37% in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products). Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective Organizational skills; Planning and decision making skills and Analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and Ability to work under pressure.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process requisitions for procurement of goods and services: Receive, check and process requisitions and specifications for sourcing of goods and services as per prescribed legislation; Ensure the utilization of the Central Supplier Database (CSD) supplier database in request for a competitive quotation process. Facilitate quotation process; Implement and maintain quotation process in accordance with legislation, Departmental policies and procedures and National Treasury Instruction notes. Receiving and opening of RFQ documents. Assist in the facilitation of the Bid Evaluation sessions. Compiling RFQ documents. Ensure communication to suppliers and business units. Ensure that suppliers are rotated. Keep and update the register of RFQ's. Coordinate receipts and evaluation of RFQ's: Ensure receiving and checking of quotations; Keep records of Quotations received. Schedule the evaluation session. Communicate the outcome to Business Units and Vendors. Registration of vendors on vendor master. Facilitate approval of quotations and Purchase Order generation. Vendor Management: Upload new vendor applications for approval. Update current vendor details. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office. Order stationery and equipment/appliances for the section.

ENQUIRIES : Mr Lesiba Sehlapelo Tel No: (012) 399 2710

APPLICATIONS : Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION : Mr Lesiba Sehlapelo – Recruitment

NOTE : Various contract positions for Supply Chain Administrators are currently available in the Supply Chain Unit at the Government Pensions Administration Agency – Head Office. The positions will be filled on a 12 month contract.

POST 17/13 : **SUPPLY CHAIN ADMINISTRATOR: DEMAND AND ACQUISITION REF NO: SCA/DA/2020-06-2CRA**

(12 months contract)

Supply Chain Management

The purpose of the role is: To render an acquisition management service through the execution of the bidding process, compilation of a list of service providers and the handling of urgent/emergency cases.

SALARY : R208 584 per annum (basic salary) plus 37% in lieu of benefits

CENTRE : Pretoria

- REQUIREMENTS** : An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products). Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective organizational skills; Planning and decision making skills and analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and ability to work under pressure.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Execution of the bidding process: Facilitate the compilation of the procurement plan for the organization; Facilitate the prescribed bidding process; Facilitate the drafting and finalizing of terms of reference/specification; Compile bid documents; Publish tender invitation; Receive and open of bid documents; Facilitate and support SCM committee to evaluate and adjudicate the bids; Manage communication with bidders; Assist with monthly SCM reports. Compilation of prospective list of providers for quotations: Compile terms of reference to invite service providers for an expression of interest; Receive, evaluate and adjudicate the expressions of interest; Compile a database of approved suppliers; Sourcing of goods and services above R500 000. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office; Order stationery and equipment/appliances and refreshments (SCM Bid Committee meetings) for the section.
- ENQUIRIES** : Mr Lesiba Sehlapelo Tel No: (012) 399 2710
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za quoting the reference number in the heading.
- FOR ATTENTION** : Mr Lesiba Sehlapelo – Recruitment
- NOTE** : Various contract positions for Supply Chain Administrators are currently available in the Supply Chain Unit at the Government Pensions Administration Agency – Head Office. The positions will be filled on a 12 month contract.
- POST 17/14** : **FINANCE ADMINISTRATORS: UNCLAIMED AND TRACING**
(12 months contract)
Finance: Unclaimed Benefits
- SALARY** : R208 584 per annum (Level 06) plus 37% in lieu of benefits
- CENTRE** : Durban, Ulundi and New Castle
Durban - Ref No: FA/UC&T/DURBAN/2020/06-1C
Ulundi - Ref No: FA/UC&T/ULUNDI/2020/06-2C
New Castle - Ref No: FA/UC&T/NEWCASTLE/2020/06-1C
- REQUIREMENTS** : 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 KZN may receive preference and targeting the geographical areas sourced for. 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, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za quoting the reference number in the heading.

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 KZN Province. The positions will be filled as 12 months contract positions.

POST 17/15 : **CUSTOMER SERVICE AGENT REF NO: CSA/WC/06-2C**
(12 months contract)
Client Services

SALARY CENTRE REQUIREMENTS : R208 584 per annum (Level 06) plus 37% in lieu of benefits
: Western Cape Regional Office (Cape Town)
: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (Western Cape)

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any

issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for.

**ENQUIRIES
APPLICATIONS**

: Mr Lesiba Sehlapelo Tel No: (012) 399 2710
: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za quoting the reference number in the heading.

**FOR ATTENTION
NOTE**

: Mr Lesiba Sehlapelo – Recruitment
: Various 12 month contract positions for Customer Service Agents are currently available at Western Cape Regional office of the GPAA.

POST 17/16

: **CUSTOMER SERVICE AGENT**
(12 months contract)
Client Services

**SALARY
CENTRE**

: R208 584 per annum (Level 06) plus 37% in lieu of benefits
: Free State Regional and Satellite Office (Bloemfontein and Phuthaditjaba)
Ref No: CSA/FS/BFN/06-1C (Bloemfontein)
Ref No: CSA/FS/PHUT/06-1C (Phuthaditjaba)

REQUIREMENTS

: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province (Free State) applying for may receive preference.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for.

ENQUIRIES

: Mr Lesiba Sehlapelo Tel No: (012) 399 2710

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za quoting the reference number in the heading.
- FOR ATTENTION NOTE** : Mr Lesiba Sehlapelo – Recruitment
: Various 12 month contract positions for Customer Service Agents are currently available at Free State Regional and satellite office of the GPAA.
- POST 17/17** : **RESEARCH AND POLICY ADMINISTRATOR REF NO: RPA/SPB/2020/06-1CRA**
(12-months contract)
Strategy and Policy
The purpose of the position is to provide research and policy administrative support, and the co-ordination, implementation of policy review and development activities within the Strategy, Policy and Business Continuity Unit.
- SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits
: Pretoria
: An appropriate three year tertiary qualification (at least 360 credits) preferably in Public Management/Public Administration/Policy Development with 18 months proven experience in policy and research methodology. Grade 12 with three years proven experience in policy and research within a Retirement Fund/Employee Benefits/Medical Administration environment, Preference shall be given to candidates with prior pension administration experience. Computer literacy that includes a good working knowledge of the Microsoft Office packages, Knowledge of Public Service Act and Regulations, Public Service Legislation and Regulatory framework, Knowledge of South Africa's Pension Fund Law, Knowledge of policy development and review process, A good understanding of government policies, Ability to research, write and present high quality policy analysis, Strong interest in government policy affairs, Fluent in Business English, Research skills , Organizing and coordination skills, Critical thinking, Attention to detail ,Time management skills ,Verbal and written communication, Strong report writing skills, Stakeholder management, Analytical thinking, Business ethics (honesty and integrity), Professionalism, Proactive and resourceful, Dynamic, flexible, reliable and attentive to detail.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Assist in conducting research activities on sector specific programmes: Assist in conducting needs analysis and identifying areas of research. Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies. Assist in the drafting of research specifications, based on needs analysis. Conduct research, using different research methodologies, within timeframes and budget. Assist in responding to external and internal research enquiries. Assist in the compilation of formal research reports. Assist in maintaining the repository of research products and facilitate dissemination of research results: Implement and maintain a research library. Manage numbering and archiving system of researched products. Assist in recording and monitoring research project plans. Create access paths to academic journals. Interact with academic librarians. Assist in the development and review of new and existing policies for the Department: Analyse and identify out-dated policies per business unit in their order of importance for review. Assist in developing and revising business units' policies Assist in drafting new policies. Assist in the development and implementation of the checklist for all policies. Develop monthly reports. Support to ad hoc business unit projects: Provide regular support when needed to all ad hoc business unit projects
- ENQUIRIES APPLICATIONS** : Mr Ismael Radebe Tel No: (012) 319 2299
: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION

: Mr Ismael Radebe – Recruitment Note: A 12 month contract position for a Research and Policy Administrator is currently available at Head Office of the GPAA in the Strategy and Policy Unit.