

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

: 30 October 2020 at 12h00 noon No late applications will be considered.

: Take note of the disclaimer mentioned on each advert during COVID lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. A Z83 not signed, will be deemed a regret. Only send documents related to the requirements in the advert. Ensure to certify all supporting documents from Level 1 of National Lockdown. 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 and annual performance agreement and will be required to undergo a security clearance.

#### MANAGEMENT ECHELON

**POST 24/36** : **SENIOR MANAGER: INTERNAL AUDIT REF NO: S-MNG/IA/2020/10-1P**  
Internal Audit

**SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (all-inclusive package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized B Degree in Auditing or Accounting, (NQF level 7) as recognized by SAQA, together with membership of The Institute of Internal Auditors (SA). Certification as a Certified Internal Auditor (CIA), A minimum of eight years demonstrated experience in Internal Audit of which five (5) years should be at middle/senior managerial level. Extensive knowledge and understanding of the principles and practice of Internal Audit including but not limited to International Professional Practices Framework of the Institute of Internal Auditors (IIA). Extensive knowledge in areas of governance, risk management and leadership and strategy management. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel Management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Compliance Management. Knowledge of relevant Systems. Strategic capability. Service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Leadership. Change management. Communication. Knowledge management. Problem solving and analysis. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player.

**DUTIES** : The purpose of the job is to ensure the provision of an in-depth assurance and design value added and improved service delivery to GPAA in the attainment of their objectives through a systematic and disciplined approach in the evaluation of risk management, controls and governance processes. The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Strategic Leadership and Stakeholder Management: Development and review of the 3 Year Rolling Internal Audit Plan, Internal Audit Strategy and Annual Performance Plans Review of the Internal Audit Charter that reflects the scope, responsibility and authority Initiate awareness of the Internal Audit Function within the Government Pensions Administration Agency and other stakeholders through client engagements Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal controls. Audit Committee and Management Reporting: Report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee Initiate the updating of the findings register and present to the Audit Committee Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee. Audit Process–Risk Assessment, Audit Plan, Assurance and Consulting Services: Oversee the completion of the Regularity, IT, Performance, Compliance, and Forensic audit processes Provide advice and guidance on all audit engagements to be conducted Provide quality assurance on audit projects and reports prior to issuance, thereof Develop audit assessment tools and verified integrity of tools prior to the submitting

to the Audit Committee Resource Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget Initiate the development of adequate capacity development to provide for demands posed by stakeholders. Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment Develop and implement a sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery.

**ENQUIRIES  
APPLICATIONS**

: Ms Geraldine Turner on Tel No: (084) 093 5765  
 : It is mandatory to email your application with the relevant supporting documentation to [gpaateam@fempower.co.za](mailto:gpaateam@fempower.co.za) quoting the reference number in the subject heading of the email.

**NOTE**

: Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. 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. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. Note: One permanent position of Senior Manager: Internal Audit is currently available at Government Pensions Administration Agency (GPAA)

**OTHER POSTS**

**POST 24/37**

: **OFFICE MANAGER: LIMPOPO REGIONAL OFFICE REF NO:  
OM/LIMPOPO/2020/10-1PRA**  
 Client Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R376 596 per annum (Level 09) (basic salary)  
 : Polokwane Limpopo  
 : A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of four (4) years' experience in Client Relations management environment which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver's license is mandatory, at least two years old (a copy must be attached to the application). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Proficiency in English and the ability to speak any of the other official languages spoken in the province where applying. Good analytical skills. Good customer relations. Problem solving skills. Communications skills – verbal and written with the ability to communicate at all levels. Presentation skills. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. The applications of individuals currently residing in Limpopo province may receive preference.

## **DUTIES**

: The purpose of the job is to coordinate the administration of the client's services at provincial/branch office, which includes the following but not limited to: Supervise effective operations management within the office: Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the provincial offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of Batho Pele Principles within the provincial office in all interactions with internal and external customers. Provide input to the provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implement a risk management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain internal control processes for the section: Recommend internal procedures and processes, which will improve effective and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision-making. Ensure successful implementation of the system and process enhancement, updates and amendments within the office. Maintain relationships with all relevant stakeholders/clients to support service delivery: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objective. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/clients enquiries and complaints. Coordinate administrative support at outreach initiatives. Manage and development of staff: Manage the performance of the unit, which involves coaching, mentoring, and take corrective action (including disciplinary action) where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. (Keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

## **ENQUIRIES APPLICATIONS**

: Ms Felicia Mahlaba on Tel No: (012) 319 1455  
: It is mandatory to email your application with the relevant supporting documentation to [Recruit1@gpaa.gov.za](mailto:Recruit1@gpaa.gov.za) quoting the reference number in the subject heading of the email.

## **NOTE**

: Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. 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. Note: One permanent position of Office Manager is currently available at the Government Pensions Administration Agency: Client Services Section – Limpopo Region based in Polokwane.

**POST 24/38** : **HR ADMINISTRATOR: BASIC CONDITIONS OF SERVICE REF NO: HRA/BCS/10-1C**  
(12 Months Contract)  
Human Resources

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06) plus 37% in lieu of benefits  
: Pretoria  
: An appropriate and recognized three year qualification (Degree/National diploma/equivalent three year qualification with at least 360 credits) in Human Resources with 18 months experience in human resources administration which should include experience in the basic conditions of service field in the Public Service or A Grade 12 certificate with at least 3 years' experience in human resources administration of which should include experience in the basic conditions of service field within the Public Service Experience in the Administration of Leave, PILIR and Housing Allowance will be a requirement. Experience in other basic conditions of service, such as Injury on duty, Long Service awards, Probation, Senior and Middle management services, Financial Disclosures and overtime etc. will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products and PERSAL. Working knowledge of Basic Conditions (Leave, PILIR, Housing, etc). Working knowledge of Persal system. Knowledge of Public Service Prescripts and Legislation. Knowledge of Office administration. Knowledge of Employee Benefits. Good administration skills. Good communications skills both verbal and written. Ability to prioritize and meet deadlines. Team player. Good customer relations. Good organizing and coordination skills. Good problem solving skills. Good interpersonal relations skills. Adhering to business ethic. Accuracy.

**DUTIES** : The purpose of the role is to support implementation of Human Resources Practices and Administration, specifically HR Service Benefits within the GPAA. The incumbent will be responsible for a wide variety of tasks, which includes but are not limited to the following: Provide administration support of Service Benefits: Implement and maintain state guarantees. Implement status and confirmation of probation. Processing of housing allowance, stop orders. Processing of injury on duty. Administer of garnishee and maintenance orders. Processing of long service awards. Capture PERSAL transactions. Administer confirmation of employment and sympathy letters. Administer overtime requests. Administer the coordination of disclosures for levels 1-10 that is not required to disclose electronically. Capture and update records on Persal. Provide administration of leave and PILIR processing: Administer daily recording and processing of leave. Administer reconciliation of leave. Assist in the auditing of leave on a quarterly basis and provision of reports to management. Administer incapacity leave, medical referrals and ill health (PILIR). Administer the leave gratuity process. Administration of MMS and SMS services: Administer the implementation of SMS and MMS promotions, pay progressions and notches. Administer the implementation of motor finance for SMS. Capture the MMS/SMS salary structures- new, maintenance. Provide administrative support to the unit. Perform office administrative activities. Organize office logistical matters. File 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 for the section.

**ENQUIRIES APPLICATIONS** : Ms Vivian De Kock on Tel No: (082) 411 6094  
: It is mandatory to email your application with the relevant supporting documentation to [rh.gpaa@adcorpgroup.com](mailto:rh.gpaa@adcorpgroup.com) quoting the reference number in the subject heading of the email.

**NOTE** : Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been

contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: One 12 months contract position of HR Administrator: Basic Conditions of Service is currently available at Human Resources Administration Section in GPAA.

**POST 24/39** : **HR ADMINISTRATOR: TRAINING AND DEVELOPMENT REF NO: HR/T&D/2020/10-1C**  
(12 Months Contract)  
Human Resources

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

**REQUIREMENTS** : An appropriate 3 year tertiary qualification (Bachelor's degree or an equivalent three year qualification with at least 360 credits/NQF 6) with 18 months proven experience in Training and Development or Grade 12 certificate with 3 years proven experience in Training and Development. Computer literacy that would include a good working knowledge of Microsoft Office products. Basic understanding of the PFMA. Knowledge of the processes of the Human Resource Development Administration. Knowledge of prescripts relating to Human Resource Development. Analytical skills. Excellent organizing skills. Document management. Administrative skills Problem solving skills. Customer oriented. Ability to communicate at all levels. Outgoing personality. Ability to prioritise work and urgent matters. Ability to deal with confidential matters. Teamwork.

**DUTIES** : The purpose of the role is to provide administrative support to the Training and Development Component within GPAA. The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Render administrative support on the provisioning of the Training and Development Unit: Provide administrative support regarding access to skills development opportunities on the basis of individual development plans. Document management. Create and manage a database for learners and service providers. Update database for institutions. Check for accreditation of the qualification and registration of the institution. Ensure that the venues are booked for workshops and is conducive for training. Provide administrative support regarding induction programmes. Provide administrative support regarding the skills development database. Provide administrative support regarding management of bursaries. Liaise with the service provider for registration of learners. Ensure that stationery and refreshments of the Business Unit are ordered and monitored. File and keep documents of the business unit safe. Co-ordination of Training and Development activities: Arrange dates for workshops and in-house induction. Make travel arrangements and accommodation reservations. Invite delegates to attend. Organise resources and refreshments for workshops. Ensure that attendance register is available. Ensure that training material is available. Processing of forms and documents related to claims, payments and invoices. Capture training attended on Persal. Administration of Internship program: Provide administrative support regarding training of mentors. Provide administrative support regarding training for interns. Receive completed work-plans. Check correctness of interns' quarterly reports and file accordingly. Compile interns' completion certificates. Administration of bursaries: Ensure that the bursary form is updated. Liaise with institutions when required. Check that the bursary applications are correctly completed and registered. Ensure that a summary of bursary applications is compiled. Book venues for bursary Committee meetings. Prepare bursary packs. Submit all bursary applications to the CEO's office. Provide feedback to the applicants. Ensure bursary contracts are received from applicants. Capture approved bursary applications on Persal and MS Excel. Administration of Grade 12 and Life skills: Ensure that learning resources are available; Organise venue for life skills sessions. Research topics for life skills. Ensure that attendance register for life skills learners

is available. Administration of Recognition of improved qualifications in the Public Service: Schedule workshops for recognition of improved qualifications. Send invitations for applications. Liaise with institutions. Liaise with stakeholders. Organise Committee meetings to evaluate application forms. Submit application forms to the CEO. Provide feedback to the applicants.

**ENQUIRIES  
APPLICATIONS**

: Mr Victor Theron Tel No: (083) 294 4559  
: It is mandatory to email your application with the relevant supporting documentation to [rhone@telebest.co.za](mailto:rhone@telebest.co.za) quoting the reference number in the subject heading of the email.

**NOTE**

: Interviews will/may be conducted via a virtual medium, which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: One 12 months contract position for an HR Administrator: Training and Development is currently available at the Government Pensions Administration Agency: HRD.

**POST 24/40**

: **HR ADMINISTRATOR: RECRUITMENT, SELECTION AND  
PLACEMENT REF NO: A/RSP/2020/10-1C**  
(12 Months Contract)  
Human Resources

**SALARY  
CENTRE  
REQUIREMENTS**

: R208 584 per annum (Level 06) plus 37% in lieu of benefits  
: Pretoria  
: Appropriate recognized Bachelor's Degree/National Diploma or equivalent three year qualification (NQF6 with at least 360 credits) preferably in Human Resources with at least 18 months experience within the Human Resources environment. Preference may be given to candidates with recruitment exposure of at least 12 months Or Grade 12 with at least three years' experience within the Human Resources environment. Preference may be given to candidates with recruitment exposure of at least 12 months. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Public Service Prescripts and Legislations. Good customer relations skills. Be able to deal with confidential matters with integrity. Excellent interpersonal relations. Excellent communication skills in English (written and verbal). Must be analytical and thorough-ability to detect errors. Ability to prioritize work and urgent matters. Ability to function independently and to take responsibility and initiative. Excellent organisational and coordination skills. Effective problem solving skills. Adhering to business ethics. Effective team work.

**DUTIES**

: The purpose of the job is to provide administration support to recruitment, selection and placement in GPAA. The incumbent will be an Administrator with focus on recruitment and will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Render administrative support for recruitment, selection and placement: Receipt of applications for advertised positions and correspondence with recruitment agencies handling short listing. Provide administrative support for the application management process which include but not limited to capturing of all applications received. Provide administrative support for the process of shortlisting. Administer the offer process: Drafting of offer letters and contracts and liaison with successful applicants on acceptance/non-acceptance which include regret letters. Arrange logistics before, during and after interviews. Administer the process of risk assessments, fingerprint scanning and document verification. Ensure that all recruitment documents and files are filed and archived according to prescripts. Support implementation of advertisements and the sourcing of potential candidates: Ensure advert is drafted in correct format. Submit advert on time to DPSA. Obtain signatories on adverts for external media

as per timelines. Provide administrative support to the unit: Perform office administrative activities. Assist with requests for Purchasing Orders. Assist with submitting invoices to Accounts Payable. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents related to claims, payments, invoices and consultant fees. Order stationery and equipment for the section.

**ENQUIRIES**  
**APPLICATIONS**

: Mr John Brouckaert Tel No: (011) 267 2920  
: It is mandatory to email your application with the relevant supporting documentation to [john@isilumko.co.za](mailto:john@isilumko.co.za) quoting the reference number in the subject heading of the email.

**NOTE**

: Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: One 12 months contract position for a HR Administrator: Recruitment, Selection and Placement is currently available at the Government Pensions Administration Agency: Human Resources.