

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to gpaa08@ursonline.co.za quoting the reference number in the subject heading of the email. Ensure to certify all supporting documents from Level 1 of National Lockdown. 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.
- CLOSING DATE** : 13 November 2020 at 12h00 noon No late applications will be considered.
- NOTE** : Take note of the disclaimer mentioned on each advert during COVID lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send 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-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful

candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POST

- POST 25/04** : **COMMUNICATION OFFICER: EXTERNAL COMMUNICATIONS REF NO: CO/E-COM/2020-10-2C**
(12 months contract)
External Communications
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08) (plus 37% in lieu of benefits)
: Gauteng
: A degree or equivalent three year qualification (with minimum 360 credits) in Communications or related field coupled with a minimum of 3 years' relevant practical experience in Media Relations. Experience should include the drafting/writing of articles, speaking notes, media statements, publications, etc. Experience in working with journalists and advertising representatives. Ability to conceptualise, write and implement a Communications strategy. Knowledge of media landscape. Knowledge of execution of media campaigns. Knowledge of writing articles. Knowledge of writing media statements and articles. Good analytical skills. Good communication skills (both verbal and written). Creativity. Integrity. Logical.
- DUTIES** : The purpose of these roles are to provide support in the Media and External communication of GPAA. The incumbents will be responsible for a wide variety of tasks which includes the following but not limited to: Develop and maintain external stakeholder contact database, media monitoring and analysis: Keep the Communications Unit abreast of developments in pensions and finance sector. Monitor GPAA/GEPF coverage in the media. Recommendations to management to remedy media coverage. Arrange, coordinate and oversee media briefing. Record media briefing proceedings. Update media database. Maintain stakeholder database. Organize workshops for external stakeholders. Liaise and maintain relationships with national and provincial departments and other stakeholders: Interact with different divisions and stakeholders to source information that needs to be communicated to the public. Communicate with stakeholders regarding the implementation of the communication strategy. Assist in the implementation of Communications and Marketing strategy in GPAA. Maintain the external communications channels: Arrange and conduct regular and specialized interaction, including editorial visits. Ensure pre-recorded interviews are edited. Conduct live interviews. Attend media briefings. Research and write articles for members and pensioners publications: Draft speaking notes and media statements. Prepare briefing notes and packs for campaigns. Draft all publications and coordinate pensioners' publications. Provide co-ordination of all external communication campaigns, and reports: Coordinate all outreach. Provide logistical support for all roadshows and campaigns in GPAA. Coordinate marketing and events of behalf of GPAA. Provide administrative support to the unit: Perform office administrative activities. 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 NOTE** : Ms Mapule Mahlangu on Tel No: (012) – 399 2639
: Various contract positions for Communications Officers: External Communications on a 12 months contract are currently available at the Government Pensions Administration Agency: External Communications based at Head Office Pretoria.