

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 08-March- 2021 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. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. 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) 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. 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 virtual 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 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

<u>POST 06/09</u>	:	<u>CHIEF RISK OFFICER (GENERAL MANAGER: ENTERPRISE WIDE RISK)</u> <u>REF NO: GMEWR/2021/02-1P</u> Enterprise Wide Risk The purpose of the role is to ensure effective management of the development and implementation of risk strategies, anti-fraud and case management services. One Chief Risk Officer Position (permanent) is currently available at the Government Pensions Administration Agency: Enterprise Wide Risk – Gauteng Region.
<u>SALARY</u>	:	R1 251 183 - R1 495 956 per annum (Level 14) (all- inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant B degree/B Tech (NQF 7) in Risk Management as recognized by SAQA. A minimum of 10 years' relevant experience in an Enterprise Wide Risk Management (Risk and Fraud) environment - a combination of experience within Corporate Governance, Internal Audit, Forensic and Fraud Prevention will be an advantage. At least five years senior management experience within the relevant field. Proven track record as a Programme Head/Business Head. Candidates who hold membership of the Institute of Risk Managers of South Africa (IRMSA) will be an advantage. 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. Good communication skills. Knowledge management. Problem solving and analysis. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team player. Knowledge of Benefits Administration. Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Working knowledge of the Committee of Sponsoring Organization of the Treadway Commissions (COSO) Management Framework and Value chain.
<u>DUTIES</u>	:	The successful incumbent will be responsible for a wide variety of tasks which include, but are not limited to the following: Ensure development and implementation of the Enterprise Risk and Fraud Prevention strategy: Develop, implement and monitor achievement of an effective Business Plan. Oversee the development, implementation and maintenance of Programme 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 Programme. Analyze Programme trends and prepare management reports. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Oversee the provision of best practice regarding Programme functions to all stakeholders. 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 programme 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 Programme policies and procedures. Monitor compliance with relevant legislation throughout all Programme function. Analyze service delivery gaps, challenges and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the Programme at all relevant committees and forums. Proactively identify risks and mitigation thereof. Oversee the analysis of trends and forecasting. Ensure the establishment and maintenance of an appropriate risk management service within the Department: Manage the development and implementation of business continuity and disaster recovery plans. Manage the undertaking of risk assessments to determine the GPAA's current risk exposure. Manage the monitoring and implementation of risk mitigation plans. Manage and ensure performance of risk and compliance audit for the Department. Ensure risk management awareness campaigns. Manage the development, implementation and maintenance of a risk management scorecard, to report risk ratings on a monthly basis. Manage and ensure fraud prevention and case management initiatives for the Department: Ensure the

implementation of the departmental anti-fraud and case management strategies. Ensure fraud and corruption awareness campaigns. Manage the identification of potential fraud and corruption risks. Ensure the Investigation of fraud and corruption business cases. Implementation of the Fraud Hotline Service, ensuring anonymity of staff reporting suspicious activity. Proactively monitor effectiveness of current GPAA and Employer fraud intelligence systems. Manage the investigation of employees' credit histories to identify any high risk employees in a timely manner. Manage all the resources in the Programme: Ensure the development and management of staff within the Programme. Implement and maintain a relevant management approach to support effective business results within the programme. 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 Information Systems, Assets, Infrastructure, etc.) within the Programme.

- ENQUIRIES APPLICATIONS** : Application enquiries: (012) 811 1900. Other enquiries Tel No: (012) 319 1102
 : It is mandatory to email your application with the relevant supporting documentation to gpaa11@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 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. The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. 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.

OTHER POSTS

- POST 06/10** : **STAKEHOLDER AND MEDIA RELATIONS MANAGER REF NO: S/MRM/2021/02-1P**
 Corporate Communications
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (total cost to company)
 : Pretoria Head Office
 : A three year National Diploma/B Degree or three year qualification in Communications / Journalism / media relations (at least 360 credits) coupled with 5 years' experience in stakeholder and media relations, with 3 years' experience in a supervisory/management role. Analytical skills, Computer literacy, Problem solving skills, Communications skills (verbal and written), Customer orientated, Ability to communicate at all levels, Outgoing personality, Ability to build strong networking relationships, Work in a team.
- DUTIES** : The purpose of the post is to render media and stakeholder liaison services in order to enhance the image of the GPAA, GEPA and National Treasury. The successful candidate will be responsible for the following functions and include, but not limited to: Develop and implement effective media policies and plans: Provide input into and implement media liaison plans, reporting back on effectiveness; Develop and implement media liaison policy and ensure internal distribution and adherence; Provide strategic stakeholder/media liaison support and guidance to all business units; Develop framework to guide GPAA, GEPA and National Treasury on the handling of crisis situations. Develop and maintain beneficial relations with the national media and stakeholders: Define and develop formal and informal stakeholder liaison channels; Develop and implement annual media and stakeholder engagement plan in order to

enhance the reputation of the GPAA, GEPF and National Treasury; Maintain inventory of events and transactions related to the media; Organise media related functions and events; Stay abreast of trends and developments in the Industry; Identify all external stakeholders and ensure development and maintenance of comprehensive database. Monitor and evaluate media coverage: Oversee the monitoring and analysis of print and electronic media for any reference to GPAA / GEPF / National Treasury or industry; Develop and implement Issue Management Plan; Report on media coverage, identifying key themes and areas of concern and escalate as needed; Oversee the development and maintenance of effective media coverage database, including all relevant articles (newspapers and online) and ensure accurately catalogued; Monitor the compilation and distribution of newspaper clippings and electronic media articles internally on a daily basis; Manage all contracts with external providers of newspapers, journals, magazines and media reportage statistics and ensure service delivery. Develop and manage correspondence: Liaise with the Publications and Content Specialist regarding the content of all written material, providing input and context as required; Organize and coordinate interviews with the media and stakeholders; Contribute to media topics and articles for the national media; Respond to media queries and distribute media statements; Facilitate print and broadcast education campaigns. Manage and develop staff reporting to this position: Set, agree and monitor performance of direct reports, check that it is 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/reward 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. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Application enquiries Tel No: (012) 811 1900. Other enquiries Tel No: (012) 319 1102

APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to gpaa14@ursonline.co.za quoting the reference number in the subject heading of the email.

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POST 06/11 : **IT RISK MANAGER: ENTERPRISE RISK REF NO: IT.RM/ER/2021/02-1P**
Enterprise Wide Risk
The purpose of the role is to drive the development, implementation and support of IT best practice standards and ensures compliance to deliver secure and reliable systems. A permanent ICT Risk Manager position is currently available at Enterprise Wide Risk Unit in GPAA.

SALARY : R733 257 per annum (Level 11) (all inclusive)
CENTRE : Pretoria Head Office
REQUIREMENTS : A recognized three-year Bachelor's Degree or B Tech qualification (at least 360 credits), with six (6) years appropriate proven experience in the field of ICT risk management or Project Management or Enterprise Wide Risk Management environment of which three (3) years' experience in a managerial/supervisory role. Computer literacy, which include a good working knowledge of Microsoft

Office products (Word, Excel and PowerPoint) and Barnowl will be advantage. Knowledge of Risk Management Processes (COSO, ISO31000, 22301), IT Management and Governance Frameworks (COBIT, PRINCE 2), Knowledge of Corporate Governance (King IV), Knowledge of Barn owl system. Knowledge of Prescribed Regulations, Policies – PFMA, Treasury Regulations, Knowledge of Public Service Regulations and other Government prescripts, Analytical and good problem solving skills, Business ethics, Good communication skills both written and verbal, Presentation skills, Good planning and organizing skills, Assertive, Proactive, 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: Manage optimal information communication technology security processes: Implement IT security and standards in alliance with all stakeholders (SITA, Service Providers, etc.); Develop IT security requirements specifications; Monitor the maintenance of security breach records; Monitor IT security compliance in all areas; Manage disaster prevention and recovery processes and backup; Implement all IT procedures, standards and policies on procurement of IT equipment, Monitor and evaluate the management and functioning of IT operations: Assess the reliability of existing IT controls against the required standards; Monitor the IT systems and controls in order to identify potential risks; Evaluate identified IT risks and escalate the awareness; Communicate with all stakeholders on a regular basis with regard to identified risks; Provide awareness sessions to all staff; Conduct regular IT security systems risk audit; Develop, maintain and communicate the GPAA IT Risk Management strategy to maximize awareness and compliance: Develop and implement IT risk management strategy that meets organisational objectives and aligns with GPAA's overall strategy; Measure the effectiveness of risk preventative strategies on an on-going basis and make recommendations to review and amend the strategy appropriately; Report back to key internal stakeholders at regular intervals to ensure that strategy is fit for purpose; Conduct risk awareness sessions relating to IT Risks. Monitor system security and information ownership: Monitor patch management of systems, anti-virus and applications; Ensure upgrading of IT security anti-virus software; Monitor system logs for breaches of security and initiate remedial actions; Monitor the adherence of security standards by all stakeholders.

ENQUIRIES

: Application enquiries Tel No: (012) 811 1900. Other enquiries Tel No: (012) 319 1356

APPLICATIONS

: It is mandatory to email your application with the relevant supporting documentation to gpaa13@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE

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POST 06/12

: **ASSISTANT MANAGER: CONTACT CENTRE REF NO: ASM/CC/2020/10-1P/2021-02 RA**

Client Relationship Management

The purpose of this role is to ensure a successful running of the call centre unit within the GPAA. One permanent position of Assistant Manager: Contact Centre is currently available at the Government Pensions Administration Agency: Client Relationship Management Section – Gauteng Region

SALARY CENTRE REQUIREMENTS

: R376 596 per annum (Level 09) (Basic salary)
: Pretoria Head Office
: A recognized three-year Bachelor's Degree/N Dip or equivalent three year qualification (minimum of 360 credits) coupled with a minimum of four (4) years' in Client Relationship Management/ Contact / Call Centre environment / Customer Enquiry Services experience which include at least 2 years supervisory experience preferably within a Call Centre environment. Knowledge of Employee benefits. Knowledge of Client Relations Management.

		Knowledge of GEPF services and products. Knowledge of Call Centre Performance Management. Knowledge of MS Office products. Customer service centered. Operational excellence. Analytical skills. Customer relations skills. Problem solving skills. Outstanding communications skills. Presentation skills. Supervisory skills. Interpersonal skills. Decision making and good judgment. Organisational skills. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty.
<u>DUTIES</u>	:	The incumbents will be responsible for a wide variety of tasks which includes the following but not limited to: Monitor Call Centre Team: Oversee effectiveness of team members and motivate them; Assist team members to provide the best professional call centre and enquiry resolution services; Ensure that overall team performance targets are met and service provided at the required standard; Communicate and monitor team performance targets; Promote an environment of coaching by leading by example, rectifying incorrect conduct and sharing skills; Ensure team members exceeds customer and stakeholder expectations at all times; Identify patterns of queries and complaints and follow up with the business units; Manage the training requirements of team members and ensure alignment to overall training and development plans; Compile report and give feedback to the manager. Update team members and relevant stakeholders with any changes regarding Rules or Legislations: Keep team members up to date with any changes and revisions regarding rules or legislation; Ensure that all relevant policies and procedures are communicated and implemented in the Call centre; Ensure that the latest/most updated information is relayed to clients and stakeholders. Handle all escalated queries: Assist team members with complex queries; Manage all escalated queries and liaise with the relevant business units; Allocate and handle written enquiries; Ensure that emails, web queries and faxes are responded to within an agreed turnaround time; Ensure continuous system update after every customer interaction. Manage and develop 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 resources 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Mapule Mahlangu on Tel No: (012) 399 2639
	:	It is mandatory to email your application with the relevant supporting documentation to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	# Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer) Ensure to certify all supporting documents from Level 1 and 2 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
<u>POST 06/13</u>	:	<u>ASSISTANT MANAGER: FUNCTIONAL TRAINING REF NO: ASM/FT/2020/10-1P/2021/02RA</u> Business Support Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (basic salary)
	:	Pretoria Head Office
	:	A degree or equivalent three year qualification (with minimum 360 credits) in ICT or Human Resource Management or Human Resource Development or Public Administration coupled with a minimum of four (4) years' relevant demonstrated/practical experience in facilitation of Technical and/or Functional Training. A valid driver's license is mandatory, at least two years old (a certified copy must accompany the application). Computer literacy that would include a good working knowledge of Microsoft Office products. Above average presentation skills which will be assessed during shortlisting phase – detail which will be communicated with shortlisted candidates. Knowledge of Employee benefits schemes and funds. Knowledge of Skills Development Act

and related legislation. Working knowledge of IT environment. Knowledge of GPAA services and products. Knowledge of MS Office products. Knowledge of Training and Development. Business analytical skills. Leadership and managerial skills. Organizing and problem solving skills. Communication skills (verbal and written). Project management. Presentation skills. Customer oriented. Ethical business conduct. Ability to communicate at all levels. Ability to take responsibility. Ability to work under pressure. Deadline driven. Ability to work in a team.

DUTIES : The purpose of this role is to implement Line Functional Training in GPAA. The incumbents will be responsible for a wide variety of tasks which includes the following but not limited to: Planning of Functional Training processes and activities: Conduct functional training needs analysis; Design/update functional training manuals; Implement effective nominations of learners; Implement effective preparations of training venues before training (computers network is working, applications tested and verified, access to applications secured). Implement delivery of needs based Line Function Training: Ensure compliance to the quality system as prescribed in the functional training prescripts; Implement effective and efficient facilitation of training (actual training); Implement effective and efficient evaluation of training (Reaction, Learning, Behavioural and Results); Implement the administration of Line Function training events: Implement effective administering of assessments; Implement effective marking of assessments; Implement effective development of learner's transcripts/reports; Ensure development of certificates after training; Capture learner's results on internal learner records database; Prepare quarterly functional training reports; Safe keeping of learner's training records; Oversee the collection and provisioning of stationery and refreshments in the unit. Compilation and presentation of service delivery performance reports: Give inputs to compilation of comprehensive operational plans, quarterly and annual reports; Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended; Report on learner training performance after each training event.

ENQUIRIES : Ms Mapule Mahlangu on Tel No: (012) 399 2639
APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email.

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POST 06/14 : **SAO: SYSTEM ADMINISTRATION AND SUPPORT REF NO: SAO/SAS/2019/08-1P/2021/02RA**
 ICT

The purpose of the post is to supervise System Administration and Support processes and activities for the GPAA. One SAO– System Administration and Support position is currently available at the Government Pensions Administration Agency: Business Support Division. This position will be filled as a permanent position.

SALARY : R316 791 per annum (Level 08) (basic salary)
CENTRE : Pretoria Head Office
REQUIREMENTS : A three year National Diploma/B Degree or equivalent three year qualification (at least 360 credits) coupled with 3 years working experience in the system Administration and Support field of which one year was in a supervisory/managerial role. The supervisor will be required to work outside normal working hours to attend to GPAA Calendar items, to attend to pensioner increases, annual actuarial activities and migration events. The supervisor will also be required to work outside normal working hours to support employees working overtime and attending to GPAA client relationship management

activities. Knowledge of Employee benefits schemes and funds, Applicable legislation, Working knowledge of IT environment, GEPF services and products, Microsoft Office products, Applicable Testing Methodology and/or related testing courses. Business Analytical skills, Attention to detail, Advanced knowledge of Excel spreadsheets, Emotional intelligence, Integrity, Leadership skills, Organising and problem solving skills, Communication skills (written and verbal), Customer orientated, Ability to communicate at all levels, Ability to take responsibility, Ability to work under pressure, Ability to adapt easily to change

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Supervision of System Administration and Support processes: Provide System Access (Allocate new user, updating of existing users, resetting of passwords and archiving users); Create and maintenance of profiles; Release programs between Pre-production and the Production Environments and updating of code files; Liaise with external parties such as Home Affairs (DoHA), Actuaries and External Auditors; Control and in some cases execute the complete System Development Life Cycle (SLDC) for new business system solutions, system errors and system corrections, enhancements and new system releases. Ensure and maintain application forms, co-ordinate the generation of exception reports and correct data errors revealed from the extract of Actuarial data, assist with the implementation of Annual pension increases. Supervision of staff: Supervision of staff, allocate work according to skills and competencies, manage staff performance, develop, train and coach staff, maintain discipline, provide monthly statistics, ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES APPLICATIONS : Mr Ismael Radebe on Tel No: (012) 399 2299
: It is mandatory to email your application with the relevant supporting documentation to john@isilumko.co.za quoting the reference number in the subject heading of the email.

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POST 06/15 : **STOREKEEPER: ICT SERVICE ASSETS AND CONFIGURATION REF NO: SACS/ICT/2021/02-2C**
(12 months contract)
ICT Section

The purpose of the post is to maintain and manage the ICT store room and remove old ICT equipment from GPAA offices. Various contract Storekeeper positions for ICT Service Assets and Configuration are currently available at the Government Pensions Administration Agency: ICT Division on a 12 months contract.

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07) plus 37% in lieu of benefits
: Pretoria head office
: A three year National Diploma or Degree in Logistics/Purchasing/ICT related (at least 360 credits) coupled with 2 years working experience in Asset management and stores/Provisioning Administration. GPAA services and products (will be an advantage). Knowledge Management. ITIL (will be an advantage). Analytical skills. Interpersonal skills. Motivational skills. Negotiation skills. Problem solving skills. Accuracy and detail orientated. Deadline driven. Ability to communicate at all levels. Team player and ability to work independently. Customer service management. Proactive and self-starter. Ability to handle pressure. Maintain personal and professional development. Computer literacy in Microsoft Office package.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Receiving and Safekeeping of goods in GPAA: Receive, store, pack and unpack goods from stores; Facilitate carrying and/or moving goods; Delivering and conveying parcels or goods to be shipped to the

GPAA Regional Offices; Collect ICT equipment from GPAA stores and confirm that the goods match the delivery note; Delivery of ICT equipment that need to be shipped to Regional Offices to the GPAA Dispatch, obtain all signatures on the BSS8 form; Mark packaging clearly with receiving contact details and Arrange to barcode all ICT equipment when new equipment is received. Manage the old ICT Equipment in line with assets management legislatives: Collect old ICT equipment from GPAA Head Office users; Ensure that ICT equipment meet an acceptable standard; Removal of obsolete Desktop and Laptops Hard Drives from all ICT equipment received from the business units in the Head Office and Regional Offices, for disposal purposes; Clean all ICT equipment before issuing to GPAA users. Manage the ICT Stores in GPAA: Keeping the ICT storerooms clean; Maintaining tidy and accurately marked racks and shelves; Conduct stores inventory counts; Keep storeroom clear of empty containers, and ICT equipment and shelves packed neatly; Pack shelves neatly and mark all shelves clearly as per product range; Maintain the disposal store inventory. Compile Reports: Send weekly updated stock reports; Assist GPAA Auditors to search for ICT equipment not accounted for and Update audit spreadsheets.

**ENQUIRIES
APPLICATIONS**

: Ms Alletah Mashiane on Tel No: (012) 319 1218
: It is mandatory to email your application with the relevant supporting documentation to rhone@telebest.co.za quoting the reference number in the subject heading of the email.

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POST 06/16

: **PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION**
PROCESSING REF NO: PBAP/EB-OPS/2021/02-2C
(12 months contract)
Employee Benefits
The purpose of the role is to provide administrative support for the processing and payments of claims. Various 12 months contract positions for Processors (EB Administrators) at EB Operations (different units i.e. Funeral Benefits, Pensioner Maintenance, etc.) are currently available at the Government Pensions Administration Agency.

**SALARY
CENTRE
REQUIREMENTS**

: R208 584 per annum (Level 06) plus 37% in lieu of benefits
: Pretoria Head Office
: 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 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. 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
APPLICATIONS

: Ms Felicia Mahlaba Tel No: (012) 319-1455
: It is mandatory to email your application with the relevant supporting documentation to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email.

NOTE

: # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer) Ensure to certify all supporting documents from Level 1 and 2 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.