

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE : 30 July 2021 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 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) form 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 an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

<u>POST 25/32</u>	:	<u>CHIEF SECURITY OFFICER (ADMINISTRATIVE OFFICER) REF NO: CSO/2021/06-1P</u> Physical Security
<u>SALARY</u>	:	R257 508 per annum (Level 07), (basic salary)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year National Diploma/Degree/qualification (at least 360 credits NQF 6) with a Security Certificate coupled with 3 years' experience within a Compliance and Security environment. Six months within/at a supervisory level will serve as an advantage. Registration with Private Security Industry Regulatory Authority (PSIRA) – that has not expired. A Valid driver's license is mandatory, at least 6 months old. (Attach a copy of the driver's licence to the application). Computer literacy in Microsoft packages. Knowledge of Client Relations Management, Knowledge of Access Control to Public Premises and Vehicles Act, Knowledge of Firearm Control Act, Knowledge of Private Security Industry Regulatory Authority (PSIRA), Knowledge of Criminal Procedure Act, Knowledge of Fire Brigade Act, Knowledge of Occupational Health and Safety Act, Knowledge of MISS, Knowledge of GEPF services and products, Analytical skills, Facilitation skills, Presentation skills, Motivational skills, Supervisory skills, Leadership skills, Problem solving skills, Communication skills verbal and written, Organisation and coordination skills, Driving skills, Customer oriented, Ability to build strong network relationship, Work independently, Persuasiveness, Reliability, Stress coping abilities, Self-efficacy, Integrity, Multi-focusing abilities.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes, but is not limited to the following: Supervise and monitor the access control system within GPAA: Ensure that escorting of officials/visitors within the GPAA head office building is managed properly. Inspect that all access control registers are completed in full. Ensure that all employees and visitors are issued with access cards for identification purposes. Ensure soft-con report is provided to line managers as requested. Develop and implement maintenance plan of access control system. Ensure that security removal and access registration forms are properly completed and filed. Ensure that employees are issued with valid parking stickers. Conduct audit on all security access control systems and submit reports. Ensure that access control boards are displayed at all access points. Ensure proper implementation of office security. Attend and resolve all access control complaints/queries with regards to surveillance system and escalate if necessary. Ensure that parking is reserved for all VIP's. Ensure that the finger-print biometric system is fully functional. Assist in the evaluation of security risk control measures once they are implemented, to review vulnerabilities and strategies periodically, and to take corrective action where required in light of changing threats or additional information. Supervise and control all physical security electronic system: Monitor CCTV cameras housed in the control room. Monitor that all electronic systems are fully operational for 24 hours. Ensure that all electronic system maintenance plan is in place. Ensure that GPAA has sufficient CCTV backup storage capacity. Ensure that security personnel are properly trained on the use of the system. Assist in conducting quarterly audit on the functioning of CCTV system. Report security breaches to the guarding and access control to the assistant manager. Monitor the performance of the private security officers and take corrective steps if and where necessary. Assist on the research on new security technology to update equipment regularity and the maintenance of security equipment. Implement the physical security activities: Ensure in-house and private security officers perform their duties according to physical security policies, standards and Acts. Assist in compiling and implementing shift plans. Develop and implement patrol checklist. Read the security occurrence book daily and report all security breaches. Ensure that the duty roster for private security officers is in place and monitor its implementation. Supervise the completion of patrol checklist. Attend to physical security related problems. Provide security services in GPAA ad hoc and special events: Monitor security at GEPF and GPAA special events. Assist in the facilitation of security cluster stakeholders plenary meetings for GEPF national community road shows. Assist in conducting security risk assessments. Assist in the development of operational plans for events. Ensure that parking arrangements and allocations for GEPF customers and GPAA staff are properly monitored. Supervision of

the staff: Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Ismael Radebe on Tel No: (012) 399 2299. Application Enquiries: Isilumko: John Brouckaert on 076 194 7656.

APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to john@isilumko.co.za

NOTE : The purpose of the role is to provide guarding and access control management processes and activities within GPAA. A permanent position of Chief Security Officer is currently available at GPAA: Facilities Management (Physical Security) 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). Quoting the reference number in the subject heading of the email. It will be expected of shortlisted candidates to certify all supporting documents. 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.

POST 25/33 : **JUNIOR PAYROLL ADMINISTRATOR REF NO: JPA/FI/2021/07-1P**
(12 months contract)
Finance

SALARY CENTRE REQUIREMENTS : R208 584 per annum (Level 06) basic salary plus 37% in lieu of benefits
: Pretoria
: An appropriate three year tertiary qualification (Degree/ National Diploma or equivalent 3 year qualification at least 360 credits/NQF 6) in the Finance field with 18 months proven experience in Salary administration/Payroll/Finance or Grade 12 with two (2) years proven experience in Salary administration/Payroll/Finance, Experience within Salary Administration or Payroll will be preferential. Computer literacy that would include a good working knowledge of Microsoft Office products, Working knowledge of ACCPAC/BAS/PERSAL will serve as an advantage, Knowledge of the calculations of salaries and benefits (job knowledge), Knowledge of ACCPAC/BAS/Accounting systems, Knowledge of Debtors recovery process, Excel and MS Word, Knowledge of PFMA and National Treasury Regulations, Knowledge of Regularity Reporting requirements, Knowledge of PERSAL, Written and verbal communication skills at all levels, Planning and organization, Time management skills, Conflict management skills, Numerical skills, Ability to work under pressure, High level of reliability and adaptability, Ability to multi-task, Ability to work in a team and independently, Attention to detail / accuracy, Honesty and integrity, Ability to perform routine tasks.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide administrative support to Internal GPAA employees and external clients: Resolve general enquiries and escalate unresolved and high level enquiries, Process payments of supplementary runs, Distribute statements from PERSAL to third parties, Distribute ACCPAC statements to debtors, Communicate to Government departments/ Parastatals with regards to departmental claims deductions and compensation, Ensure all documents are checked according to DPSA and Departmental guidelines on PERSAL, all claims and advices. Provide administrative support to the unit: Distribute PERSAL payroll reports, Receive and filing of correct certified payroll reports, Follow-up of outstanding PERSAL payroll reports, Perform office administrative activities, Draft and type standard correspondence and documents, Initiate stationery and equipment orders for the section, Provide requested documents on audit queries. Liaise with business units with regard to Payroll related matters: Submit debt advice to HR, Submit changes on employee profile to be made on PERSAL, Submit PERSAL reports to general ledger, Receive transport documents of subsidized vehicles from security, Receive and verify appointment documents, Receive Annexure A documents and leave calculation for termination process, Receive leave without pay advice. Provide debt management and recovery in the unit: Issue and obtain acknowledgement of debt, Create debt on financial system, Follow up and

recover debt, Calculate and create interest batch, Allocate and capture receipts, invoices, adjustments and credit/debit notes on the system, Prepare documents for summons to legal section, Track and trace of debtors, Prepare age analysis report for year end on in-service, out of service and third party, Compile a list for debtors recommended for write-off and bad debt provisions, Filling of all documents, Reporting monthly on recovery progress.

ENQUIRIES

: Ismael Radebe on Tel No: (012) 399 2299. Application Enquiries: Courtney Usher on Tel No: (011) 789 8282

APPLICATIONS

: It is mandatory to email your application with the relevant supporting documentation to rhone@telebest.co.za

NOTE

: The purpose of the role is to render administrative support to the Payroll Administration unit within GPAA. One contract Junior Payroll Administrator position is currently available at the Government Pensions Administration Agency – Finance. The position will be filled on a 12 months contract basis. 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). quoting the reference number in the subject heading of the email. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. It will be expected of shortlisted candidates to certify all supporting documents. 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.