

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- 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.
- CLOSING DATE** : 26 November 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 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 six (6) 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 POST

- POST 40/21** : **MANAGER: APPEALS - SPECIAL PENSIONS REF NO: MA/SP/2021/11-1P**
Special Pensions
- SALARY** : R733 257 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A recognized three-year Bachelor's Degree/N Dip or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the administration of Special Pensions of which three (3) years' experience in a managerial role. A valid driver's license is mandatory, at least two years old (a copy must be attached to the application); Computer literacy that would include a good working knowledge of Microsoft Office products, Knowledge of Employee Benefits, Knowledge of Public Finance and Management Act, Knowledge of Programme and Project Management Act, Knowledge of Retirement Fund Industry, Change Management, Adjudication and Appeal Processes, Analytical skills, Financial Management skills, Customer relations skills, Communication skills, Presentation skills, Organizing and coordination skills, Motivational skills, Customer orientated, Ability to communicate at all levels, Outgoing personality, Ability to build strong relationships, Team work, Driving skills.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Management of special and military pensions appeals processes: Oversee the preparation of cases to be heard for appeals; Review and evaluate merits and demerits of appeals cases; Determine if cases are for reconsideration; Manage the drafting of appeals reports; Provide details information to the review panel on review cases. Preparation of the Appeal packs and ensures delivery of completed pack to Appeal Board members. Implementation of Appeal decisions and correspondence to Appellants; Complaints from Appellants and third parties; Delivery and achievement of set targets. Effective management of special pension appeal panel: Build and maintain effective internal and external relationships; Compile, present and submit reports related to effective functioning of the unit; Oversee the effective management of all human resources allocated to component; Oversee the effective management of financial resources allocated to the unit; Compile and maintain assets register of all equipment and computers allocated to the unit; Undertake and facilitate training to relevant stakeholders on special pension's processes; Manage and ensure speedily resolution of audit queries. Develop and implement special pensions appeal administration processes, guidelines and processes: Undertake research on latest trend with regard to administration of appeals processes; Develop a comprehensive and concise guideline on management of and administration of appeals processes; Ensure that the guideline is in line with GPAA strategic objectives and contribute to effective services delivery; Develop special pensions appeals risk assessment procedures and implement risk mitigation measures; Oversee continuous adherence to appeals administration guidelines and policies. Management of the Business Unit: Manage and develop the MIA staff; Manage and supervise the administrative processes of the Business Unit; Manage the financial and procurement processes of the Business Unit; Manage the budget of the Business Unit; Compile strategic plan for the Business Unit; To manage performance, monitoring and evaluation of the Business Unit; Allocate work according to the individual workload, expertise and development needs of the staff; Motivate staff through the implementation of a reward system; Facilitate the organisational communications through appropriate structures and system.
- ENQUIRIES** : Application Enquiries: Geraldine Turner from Fempower on 084 093 5765
General Enquiries: Mr Ismael Radebe Tel No: (012) 399 2299
- NOTE** : One permanent position of Manager: Appeals is currently available currently available at Special Pensions unit of the GPAA. The purpose of the role is to effectively manage the appeals process related to applications for Special

Pensions for GPAA. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSSA regulations. (Information contained in the footer). The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. 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.