

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



APPLICATIONS
CLOSING DATE
NOTE

: Application enquiries: Email to john@isilumko.co.za
 : 10 December 2021 at 12h00 noon No late applications will be considered.
 : 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. 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 as 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-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 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 and annual performance agreement and will be required to undergo a security clearance.

OTHER POST

POST 42/67 : **SECRETARY: SENIOR MANAGER FINANCE REF NO:**
SEC/FMPR2.1/2021/08-1PRA
Programme 2.1 Finance Section

SALARY : R176 310 per annum (Level 5) (Basic Salary)
CENTRE : Pretoria Head Office
REQUIREMENTS :

An appropriate three (3) year qualification (preferably in Office Administration/Secretarial) coupled with six to twelve (6 – 12) months' office administration/secretarial experience or Grade 12 with two (2) years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation. Sound organising skills.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received; Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; processes the travel and subsistence claims for the unit; processes all invoices that emanate from activities of the work of the manager; records basic minutes for the meetings of the manager where required; drafts routine correspondence and reports; does filing of the documents for the manager and the unit where required; administers matters like leave forms, leave registers and telephone accounts; handles the procurement of standard items like stationery and refreshments; collects all relevant documents to enable the manager to prepare for meetings; Provides a secretarial/receptionist support service to the Senior Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager; records appointments and events in the diary for the manager; types documents for manager; operates office equipment like fax machines and photocopiers; Remains Up to date with regard to prescripts/policies and procedures applicable to his/her work terrain: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr Ismael Radebe Tel No: (012) 399-2299
NOTE : One permanent Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Finance Programme 2.1. The purpose of the role is to render a secretarial support service to the Senior Manager. 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). 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. 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.