

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 25 February 2022 before 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 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](http://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-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 POSTS

POST 05/43 : **ORGANISATIONAL DESIGN AND DEVELOPMENT OFFICER REF NO: ODD/OFF/2022-02-2C**
(12 months contract)

SALARY : R261 372 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate and recognized three-year tertiary qualification/B Degree/National Diploma in Management Services/ Production Management/ Operations Management/ Industrial Engineering/ HRM/ Management (at least 360 credits NQF level 6) with two years' appropriate proven experience within the Organizational Design and Development environment. Note that if the three-year qualification is in HRM or Management it should be coupled with a Management Services Certificate or Organisational Development certificate. A certified Job analyst (Equate/Evaluate). Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of PERSAL system will be beneficial. Knowledge of Organisational Design Principle and processes. Knowledge of Evaluate/Equate system. Knowledge of Job Evaluation processes, models and techniques. Knowledge of Public Service Act. Knowledge of Work Study techniques. Knowledge of Public Service Regulations. Knowledge of PERSAL system. Knowledge of PFMA and National Treasury Regulations. Batho Pele Principles. Knowledge of White Paper transformation. Problem solving skills. Effective communication skills both written and verbal. Presentation skills. Strong analytical skills. Report writing skills. Decision making skills. Customer service orientation. Planning and organizing skills. Ability to work in a team. Initiative. Ability to build strong network relationships. Integrity. Attention to detail. Goal driven. Assertiveness. Pro-activeness. Flexibility. Sense of responsibility.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Facilitate the Development of Job Descriptions/ profiles for GPAA: Gather relevant information on the different approaches to developing job descriptions. Provide support in the development and maintenance of job descriptions. Source current relevant job descriptions as per requests. File and store job descriptions as per requests. Facilitate the job processes (documentation, signatures, approvals etc). Development of job descriptions according to the job description template. Ensure that Job descriptions are updated, reviewed, signed off before vacant posts are advertised. Maintain Job description database. Maintain the job description register. Ensure Maintenance of Organizational Structure: Conduct organizational structure investigations. Compile organization and establishment reports. Undertake first level in the cost analysis for proposed structure. Assist with Development of the organisational structure. Conducting work-study investigations. Provide guidance and advice to line management on organisational design and development matters. Assist in the co-ordination of the development and maintenance of departmental organogram in line with strategic plan in various units. Monitor the movement and implementation of positions in the structure in line with legislations. Undertake preparatory work in the statistical analysis for workforce movement. Conduct Job Evaluation for all posts in GPAA: Compare jobs according to their intrinsic values and determine the relative complexity of various jobs. Ensure that the process is fair and that the job grades are both reliable and valid across the department. Assess the identified job evaluation needs and evaluate requests for job evaluation. Input information on the JE system and determine post level. Prepare JE certificates of outcome. Ensure results are implemented on PERSAL and communicated to relevant stakeholders. Provide advice and guidance on the Job Evaluation processes and policy. Render support with regard to provision of secretariat services: Determine and facilitate logistics involved with job evaluation and paneling process. Schedule JE Panel meetings. Minute taking and circulation of agenda. Conduct Job Evaluation on the current approved Job Evaluation system. Receive and prioritize Job Evaluation requests. Schedule job evaluation interviews. Update the Job Evaluation database. Render General Support Service to the ODD unit: Keep and maintain a database of documents, reports, minutes and records of all nature. Keep and maintain the

manual and electronic filing system for the Component. Maintain the JD and JE electronic Database. Ensure logistical arrangement for ODD unit meetings timeously. Obtain quotations for the procurement of equipment, goods and services. Compile submissions and forms for ordering goods, equipment and services

**ENQUIRIES
APPLICATIONS**

: Mbongiseni Nkosi on Tel No: 012 399 2202
: It is mandatory to email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za

NOTE

: The purpose of the role is to provide the Organisational Design and Development, Job Evaluation and Job Description services for GPAA. Two contract positions of Organisational Design and Development Officer are currently available at ODD Section of the GPAA – 12 months contract. # 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. 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. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

POST 05/44

: **RISK ADMINISTRATOR: ENTERPRISE WIDE RISK REF NO: RA/EWR/2022-02-2C**
(12 months contract)
Enterprise Wide Risk

**SALARY
CENTRE
REQUIREMENTS**

: R211 713 per annum (Level 06), plus 37% in lieu of benefits
: Pretoria Head Office
: An appropriate three year B degree / National Diploma in Risk Management, Internal Audit or Commerce (at least 360 credits) with 18 months proven experience within the Enterprise Risk/ relevant and related environment Or Grade 12 with three years proven experience within the Enterprise Risk/relevant and related environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel). Training and / or experience in any Risk Management Tool such as BarnOwl will serve as an advantage. Knowledge of Corporate Governance (King IV). Knowledge of Risk Management Processes (COSO, ISO31000). Knowledge of BarnOwl system or any Risk Management tool. Knowledge of Prescribed Regulations & Policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations & other Government prescripts. Good problem solving skills. Analytical skills. Good communication skills both written and verbal. Good planning and organizing skills. Assertiveness. Pro activeness. Approachable and innovative. Team player.

DUTIES

: The successful candidate will be responsible for the following functions and include, but not limited to: Render Administrative support in the Risk Analysis and monitoring process: Assist in implementing risk management plan. Provide support for the conducting of operational Risk assessments. Assist management in identifying risks. Assist Management in evaluation/rating of risks. Assist in the development of draft risk reports. Assist in monitoring the implementation of the operational risk mitigation plans. Conduct risk awareness and training. Assist in Coordinating and facilitating the development of a risk profile: Document risk information on BarnOwl system; Assist in planning, scheduling and providing end – user training on Risk Management software. Administration of the Barn Owl. Capture progress notes on Barn Owl after monitoring (implementation of action plans). Print Reports from Barn Owl. Provide Administrative support to Risk Management Unit: Assist in Co-coordinating Risk Management Committee meetings; Prepare Risk Management Committee meeting packs before the meeting; Assist with any administrative duties to ensure effective operation of risks to the Risk Committee and the Unit.

ENQUIRIES

: Geraldine Turner from Fempower on Tel No: 084 093 5765
General Enquiries: Ms Mapule Mahlangu Tel No: (012) 399 2639

APPLICATIONS

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

NOTE

: Two contract positions of Risk Administrator: Enterprise Wide Risk are currently available at Enterprise Wide Risk unit of the GPAA on 12 months contract. The purpose of the role is to ensure efficient and effective implementation of risk management activities. #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. 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. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.