

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

: 28 March 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) 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](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-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 POSTS

**POST 09/48** : **MANAGER: INTERNAL AUDIT (PERFORMANCE AUDIT) REF NO: MIA/2022/02-1P**

The purpose of the post is to: Identify the key risk areas for GPAA emanating from current operations as set out in the strategic plan and risk management strategy; Develop the risk audit universe; Develop the internal audit strategic plan; Develop the annual audit operational plan; Manage the Internal Audit sub-directorate to ensure the implementation of the Internal Audit Plan; provide assurance on Governance, Risk Management and Control processes in accordance with International Standards for Professional Practice of Internal Auditing Standards (ISPPIA) and the legislative framework and review and implement internal audit methodologies, policies and procedures.

**SALARY** : R744 255 per annum (Level 11), (all inclusive)

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : A recognized three year National Diploma/B Degree/B Tech qualification in Internal Audit (with at least 360 credits). Coupled with at least six (6) years Performance Audit working experience which include at least three (3) years' management experience. Certified Internal Auditor will be an advantage. Membership of the Institute of Internal Auditors South Africa (IISA). Computer literacy that would include a good working knowledge of Microsoft Office products. Computer literacy in TeamMate and ACL will be an advantage. Knowledge of Performance audits and assisting the organization to achieve efficiency, effectiveness and economic use of resources. Knowledge of Internal Audit procedures and systems including Teammate. Knowledge of Principles & applications of good Corporate Governance, Business & Operational Risk & control processes & procedures. Knowledge of SA Public Service & Labour Legislation including Public Service Act, LRA, OHS Act, King Report, Knowledge of Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors (IIA). Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Management Information systems terminology, concepts and practices. Knowledge of Pension Fund legislation. Financial and Technical report writing skills. Problem solving techniques. People Management and empowerment. Presentation skills. Customer relationship management. Monitoring and Evaluation techniques. Project management. Analytical thinking. Attention to detail. Honesty and integrity. Customer focus. Team player. Professionalism.

**DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Functional Management of the Internal Audit sub directorate: Ensure the maintenance of efficient and effective controls and the achievement of the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Prepare notification letters, engagement letter and audit project plan. Review or prepare the risk and control matrix to identify risks, controls and system/process weaknesses or gaps, and advice on remedial actions. Review and or develop the engagement work program and approval of the audit program from the CAE before execution. Supervise and execute the allocated internal audits. Review or develop findings and recommendations for the enhancement of controls/processes. Discuss findings and management action plans at the close out meetings. Compile and review audit report for each engagement. Monitor progress on the implementation of agreed upon action plans and prepare a findings analysis report. Review, collect information and compile internal audit progress reports to the CAE and Audit Committee, Quarterly reports and Annual reports. Monitor the policy and legislative framework to ensure that cognisance is taken of new developments. Develop and maintain internal audit methodologies, policies and procedures. Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies, policies and procedures. Develop strategic internal audit plans: Identify the key risk areas for the Institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based internal audit plan. Develop the annual internal audit operational plan. Keep up to date with new developments in the internal audit environment. This

would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments. Continuously monitor and study the relevant industry, legislative changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as required / prescribed. Participate in the coordination with other Internal and External service providers of Assurance to ensure proper coverage to minimize duplication of effort: Take part in the coordination of audit assignments and ensure good interactions with the administrators and staff. Liaise with external auditors and law enforcement agencies. Administrative management of Internal Audit sub directorate: Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work including the Engagement Work Program. Compile and submit all required administrative reports. Serve on transverse task teams as required. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check if it is aligned with planned targets. Allocate work according to the individual workload. Identify development and succession planning requirements. Ensure Employment Equity compliance. Monitor that outputs are achieved against business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turn-over figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the Prescripts.

**ENQUIRIES  
APPLICATIONS**

: 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.

**NOTE**

: # 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. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. One permanent position for an Assistant Manager: Internal Audit is currently available at the Government Pensions Administration Agency: Internal Audit section. Application enquiries: Geraldine Turner on 084 093 5765

**POST 09/49**

: **ASSISTANT MANAGER: INTERNAL AUDIT (PERFORMANCE AUDIT) REF NO: ASM-IA/2022/03-1P**  
 The purpose of the post is to: To supervise and execute internal audit assurance and consultancy engagement to support the implementation of the approved Internal Audit Operational Plan, providing assurance on Governance, Risk Management and control processes in accordance with IIA Standards and Legislative framework.

**SALARY  
CENTRE  
REQUIREMENTS**

: R382 245 per annum (Level 09), (basic salary)  
 : Pretoria Head Office  
 : A recognized three year National Diploma/B Degree/B Tech qualification in Internal Audit (with at least 360 credits). Coupled with at least four (4) years Performance Audit working experience which include at least two (2) years' supervisory experience. Certified Internal Auditor will be an advantage. Membership of the Institute of Internal Auditors South Africa (IISA). Computer literacy that would include a good working knowledge of Microsoft Office products. Computer literacy in TeamMate and ACL will be an advantage. Knowledge of Performance audits and assisting the organization to achieve efficiency, effectiveness and economic use of

resources. Knowledge of Internal audit procedures and systems. Knowledge of principles & applications of good corporate governance, business and operational risk and control processes and procedures. Knowledge of SA Public Service & Labour Legislation including Public Service Act, LRA, OHS Act, King Report. Knowledge of Standards for the Professional practice of Internal Auditing and the Code of Ethics developed by Institute of Internal auditors (IIA). Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Management Information Systems terminology, concepts & practices. Knowledge of Pension Fund legislation. Knowledge of Financial and Technical report writing. Problem solving ability / skills. People Management & empowerment. Presentation skills. Customer relationship management skills. Monitoring & Evaluation techniques. Project management skills. Analytical thinking. Attention to detail. Honesty and integrity. Customer focus. Team player. Professionalism.

**DUTIES**

: The successful candidate will be responsible for the following functions and include, but not limited to: Supervise and participate in the development of strategic internal audit plans: Identify the key risk areas for GPAA emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based on audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the Chief audit executive in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls / objectives, to determine their effectiveness and efficiency through internal audits: Prepare notification letters, engagement letter and audit project plan. Prepare the risk and control matrix to identify risks, controls and system/process weaknesses or gaps, and advice on remedial actions. Develop the engagement work program and approval of the audit program from the CAE before execution. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit report for each engagement. Monitor progress on the implementation of agreed upon action plans and prepare a findings analysis report. Review, collect information and compile reports to the CAE and Audit manager: Compile monthly progress reports. Compile and present Annual and Quarterly reports to the CAE and audit team. Keep up to date with new developments in the internal audit environment: Study professional journals and publications to ensure that cognisance is taken of new developments. Continuously monitor and study the relevant industry, legislative changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as required / prescribed. Supervise employees to ensure an effective internal audit service: General supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates (Auditors). Advise and lead subordinates regarding all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that all subordinates are trained and developed to enable them to deliver work efficiently and effectively of the required standard. Provide inputs for the enhancement of the audit methodologies and technologies.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Mapule Mahlangu on Tel No: 012 399 2639  
: It is mandatory to email your application with the relevant supporting documentation to gpaateam1@fempower.co.za quoting the reference number in the subject heading of the email

**NOTE**

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at the Government Pensions Administration Agency: Internal Audit section.  
Application enquiries: Geraldine Turner on 084 093 5765

**POST 09/50** : **ASSISTANT MANAGER: DEMAND AND ACQUISITION REF NO: AM/D&A/2022/03-1P**

Supply Chain Management

The purpose of the role is to coordinate, review and implement Supply Chain Demand and Acquisition Management framework and policies within GPAA.

**SALARY** : R382 245 per annum (Level 09), (basic salary)

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : An appropriate three year National Diploma/B Degree (at least 360 credits) in Supply Chain Management/Logistics Management or related SCM/Finance field coupled with four (4) years' experience in Supply Chain Management environment which should include two years (2) supervisory experience. Computer literacy that includes a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Knowledge of Strategic planning; Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines; Knowledge of GEPF Products and Services; Knowledge of Public Finance Management Policies and National Treasury Regulations; Knowledge of Supply Chain Management procedures and policies; Analytical skills; Strong leadership and supervisory skills; Financial skills; Planning and organizing skills; Decision making and problem solving skills; Communications skills (verbal and written); Motivating skills; Ability to take responsibility; Ability to establish controls to monitor tasks; Customer oriented; Persuasiveness and Flexibility; Customer service orientation; Ability to work under pressure; Ability to delegate; Integrity, reliability and honesty; Quality and results oriented.

**DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Coordinate, review and execute the bidding process: Oversee and action the development and utilization of supplier/service provider - open and competitive bidding processes; Ensure that bid processes is implemented and maintained in accordance with NT prescripts, legislation, departmental policies and procedures; Publish tender invitations, results and submissions in predetermined media; Facilitate, Monitor and Review the acquisition management activities; Ensure that standard operating procedures for the demand and acquisition management function are in line with the legislation; Perform general quality assurance of information with acquisition processes; Facilitate and quality check communication with and to the suppliers and service providers; Advise Bid Specification - and Bid Evaluation Committees on SCM compliance requirements and operating procedures; Compile bid documents; Action the receipt and opening of bid documents as per standard operating procedures. Implement and maintain acquisition and demand policies and frameworks: Provide input in the design and development of Supply Chain Management policies, processes and procedures; Implement operational Supply Chain management plan; Ensure compliance to SCM policies, procedures and adopted practices; Maintain stakeholder relations with the clients; Research the relevant identified needs; Analyse requirements, undertake research, determine and participate in developing Requests for Proposals (RFP's) for implementation; Assess the results of the research in the market, interpret and participate in developing RFP's for procurement sourcing strategy; Ensure compliance with quality requirements. Facilitate the post evaluation process: Draft correspondence letters to bidders; Ensure that recommended suppliers are cleared from restricted database; Publish final results; Facilitate the drafting of reports; Compile bid adjudication packs; Debriefing of the suppliers. Oversee the proper functioning of the bid specification committees and bid evaluation committees: Advise bid specification and evaluation committee; Ensure the provision of secretariat services to the Bid evaluation committee; Facilitate the specification drafting sessions; Facilitate the Bid evaluation sessions; Determine whether a specification for the relevant commodity exists. If not, oversee the collection and collation of information and the compilation of specifications/terms of reference; Compile and publish request for proposals as required. Coordinate, review, collect and collate information for the annual procurement plan: Collect information from the relevant

- role players according to the prescribed template; Check (engage) and analyse the information; Confirm availability of budget; Check alignment against strategic and other objectives; Consolidate into procurement plan and table for approval by the Accounting Officer. Manage and development of staff: Manage the performance of the unit, which involves coaching, mentoring, and take corrective action where required, Develop performance standards and evaluate team and individuals; Monitor staff regarding human resource such as leave, recruitment and grievances; Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.
- ENQUIRIES** : Nthabiseng Mosimanyana on Tel No: 012 319 1324 or Ismael Radebe on Tel No: 012 399 2299
- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to rhthree@telebest.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). It is mandatory to email your application with the relevant supporting documentation to rhthree@telebest.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. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. One permanent position of Assistant Manager: Demand and Acquisition is currently available at Supply Chain Management at the Government Pensions Administration Agency – Head Office based in Pretoria. For application enquiries: Ms Courtney Usher on 011 789 8282
- POST 09/51** : **CORPORATE MONITORING AND EVALUATION (M&E) OFFICERS REF NO: CM&EO/M&E/2022/03-2P**  
Corporate Monitoring and Evaluation  
The purpose of the roles are to provide Monitoring and Evaluation (M&E) and Research support to the GPAA programmes.
- SALARY** : R321 543 per annum (Level 08), (basic salary)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A recognized 3 year tertiary qualification (N Dip/B Degree/B Tech) (at least 360 credits) coupled with three (3) years' experience in a Monitoring and Evaluation and/or Research environment, which should involve analysis of qualitative and quantitative data; Practical M&E and/or Research experience in Public Service/Donor Agencies will be an advantage; M&E data management processes/systems and database knowledge will be a distinct advantage; Knowledge of Monitoring and Evaluation and/or Research processes; Knowledge of Governmental Guidelines on Monitoring and Evaluation; Knowledge of Statistical Analysis; Knowledge of Strategic Planning; Knowledge of Public Services Regulatory Frameworks; Analytical skills; Financial skills; Customer relations skills; Problem solving skills; Communication skills (verbal and written) and the ability to communicate at all levels; Project Management skills; Ability to work in a Team; Striving to adhere to international best practices.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Providing support to the M&E Management team in executing M&E and Research activities; Contribute to the development and implementation of the M&E Policy, M&E Strategy and M&E Framework; Provide M&E and Research capacity building and support to business units; Assist in the development of the M&E system; Provide support in executing M&E and Research activities at Regional and Satellite Offices; Provide M&E and Research feedback to internal and external stakeholders; Assist in marketing the M&E and Research function through different mediums of communication; Support the undertaking of risk management with regards to non-compliance to monitoring and evaluation

directives; Provide support in the identification of the M&E best practices, latest developments and trends both nationally and internationally. Providing support to the Evaluations and Research team in executing evaluation and research activities; Undertake needs analysis to identify the GPAA evaluation and research needs; Develop evaluation and research data collection tools; Conduct internal and external evaluation and research studies; Gather, consolidate and analyze the evaluation and research data; Provide support in generating Evaluation and Research Reports; Provide advice and support for business units to undertake self-evaluations. Providing support to the Monitoring team in executing monitoring activities. Undertake needs analysis to identify the GPAA monitoring needs; Develop monitoring data collection tools; Gather, verify and analyze information for monitoring of organizational performance; Provide support in generating Monitoring Reports; Provide advice and support for business units in monitoring their initiatives. Providing support to the Data Management team in executing data management activities: Collection and capturing of M&E and Research data.

**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](mailto:Recruit3@gpaa.gov.za) quoting the reference number in the subject heading of the email

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