

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- CLOSING DATE** : 8 April 2022 before 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) 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). Note that certain information contained in the application may be verified through the request for official documents and or other methods of verification. 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 11/28** : **FINANCE ADMINISTRATOR: DISALLOWANCE REF NO: AMD/DIS/2022-03/1P**  
Accounts Receivable
- SALARY** : R211 713.per annum (Level 6) (basic salary)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A recognized three year B Degree/National Diploma or equivalent three year qualification in Accounting/Credit Management/Finance plus 18 months experience in credit management/financial field or Grade 12 qualification with a minimum of 3 (three) years proven experience in credit management/financial field, Matric/Grade 12 with Mathematics, Commerce or Accounting as passed subjects will be an added advantage. Must have good knowledge of accounting principles. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel. Knowledge of Financial administration. Knowledge of GEPF service and products. Business analytical skills. Planning and organizing skills. Decision making skills. Problem solving skills. Communication skills (verbal and written). Interpersonal relations. Customer oriented. Working independently. Ability to work under pressure. Integrity / Reliability / Honesty.
- DUTIES** : Follow up on existing Debt cases: Ensure debt is correctly calculated and captured into relevant journals; Conduct thoroughly and effective telephonic and written follow up to recover debt and trace executors or debtors; Verify debtor information through ITC, Home Affairs, etc; Send out claim letters to relevant parties; Update system with follow up details and executor and debtors' information obtained; Process and follow up debt acknowledgements, create deductions complying with debtors policy; follow up on deduction that don't comply with debtors policy; Provide accurate authentic statistics daily. Processing possible write-off cases: Ensure that all debt collecting processes and procedures have been followed; Ensure that all avenues of possible recovery has been followed; Complete submission and motivate write-off. Provide customer services: Restore telephonic, postal and fax inquiries received within two days; Follow-up on disallowance related queries; Attend to incoming post; Update system with details of enquiries.
- ENQUIRIES** : Mapule Mahlangu on Tel No: 012 399 2639 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](mailto:rhone@telebest.co.za)
- 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 as well as all other requirements as 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. Note: The purpose of the role is to provide administrative service to the Accounts Receivable, Disallowance function within the GPAA. One permanent position of Finance Administrator: Disallowance within the Finance: Accounts Receivable Section is currently available at the Government Pensions Administration Agency - Head Office based in Pretoria.