

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE**

: 03 June 2022 before 12h00 noon. No late applications will be considered.

NOTE

: Take Note Of The Disclaimer Mentioned On Each Advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV 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. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post 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 or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicate above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof. The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome 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 applications on 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. or 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

<u>POST 18/43</u>	:	<u>PROJECT MANAGER: PROJECT MANAGEMENT OFFICE REF NO: PM/PMO/2022/05-2PRA</u> (Permanent) (Management Support)
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Recognized three-year Bachelor's Degree/National Diploma or equivalent three year qualification (at least 360 credits, NQF 6) in Project Management or related field. Six (6) year's appropriate proven experience in Project Management of which three (3) years was in a managerial role. Exposure and experience gained within ICT project management will receive preference. Exposure to Business Analysis and Business Process Optimization/Management will serve as an advantage. Project Management certification will be an added advantage. Advanced knowledge of PMO and Public Service Legislative Framework. Advanced Knowledge of Business Analysis and Business Process Optimization/Management. Knowledge of Programme Administration and Management. Knowledge of Customer Service Principles. Knowledge of Law and Associated Mechanisms. Knowledge of Relevant Legal Requirements particularly BCEA and GPAA policies and procedures including Public Service Act. High level communication skills. Programme Management skills. Strategic decision making skills. Leadership skills. Team collaboration. Ability to delegate. Initiative. Emotional intelligence. Ethics and Integrity. Ability to see the Big Picture. Demonstrable commitment. Customer Service orientation. Structured approach. Computer literacy.
<u>DUTIES</u>	:	The successful incumbent will facilitate and manage project planning within GPAA, which includes the following but not limited to: Provide advisory capacity to management: Advise management on the appropriate application of relevant project requirements on any existing or new projects. Take full accountability for the project within the PMO space. Leverages detailed knowledge and understanding of projects including industry governance structures affecting GPAA. Demonstrate project management expertise through management of medium to large projects of varying complexity. Set context, assign, monitor work and drive GPAA projects. Develop project scope, define deliverables, obtain consensus and manage stakeholder expectations. Manage change requests and control scope through effective execution of plan. Effectively deploy physical, financial and human resources. Ensure project deliverable creation, review, approval and distribution. Resolve complex issues and conflicts; escalate appropriately as required. Ensure project outcomes are accepted; measure and analyse stakeholder perceptions; facilitate validation of business benefit assessment. Formally close project and release team resources. Manage discipline and absenteeism in accordance with organizational codes and procedures. Manage compliance with agreed Project budgets in consultation with the Senior Manager, ensuring that costs are contained. Compile reports and action project findings: Review project reports and prepare review notes. Record outstanding project issues in a closed out report. Ensure that outstanding project issues are resolved after closed out. Conduct quality assurance reviews across project teams to ensure that all work conducted is up to established project management standards. Formulate compliance reports' recommendations to management in order to raise the awareness of project risks and breakdowns in the internal control environment. Compile accurate, concise reports as requested meeting agreed deadlines. Provide governance oversight of project management ensuring it is within expressed risk tolerances aligned to strategic, business and financial objectives. Track all project activities against the plan, providing regular and accurate reports to stakeholders, as appropriate and manages stakeholder expectations. Stakeholder management and communication: Central access point to key project documents, presentations, and assessments. Develop and implement plans for use of collaborative team communication solutions. Serves as a central point of contact between GPAA and various internal and external stakeholders. Represent the GPAA within various PMO forums and participate in reviews and presentation to management. Work directly with key stakeholders to analyse requests and constructively provide feedback that meets requirements while leveraging communications core competencies. Understand the technical aspects of corporate stakeholder relations and best

practices. Report and identify areas that need guidance in order to resolve moderately simple stakeholder relations issues. Act as the first point of contact, for all stakeholder relations enquiries. Build and maintain key relationships with stakeholders, to ensure establishment of a culture of engagement while creating and adding value. Networking across the different government departments with key stakeholders to stay abreast of latest stakeholder trends. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Facilitate project management life cycle planning and ensure GPAA maintains long-term development focus. Manage all resources of the unit: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Facilitate communication through appropriate structures and systems. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the business unit, which minimize potential risk to stakeholders.

- ENQUIRIES** : Nthabiseng Mosimanyana on Tel No: 012 319 1324
Application Enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : #Disclaimer: It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa25@ursonline.co.za quoting the reference number in the subject heading of the email
- NOTE** : Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews 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. The purpose of the roles is to facilitate and manage project planning within GPAA Various permanent Project Manager Positions are currently available at the Government Pensions Administration Agency: Management Support - Project Management Office based at Head Office Pretoria.
- POST 18/44** : **SENIOR STATE ACCOUNTANT REF NO:SSA/PRO2.1/2022/05-1P**
(Permanent)
(Programme 2.1: Financial Accounting)
- SALARY** : R321 543 per annum (Level 08), (basic salary)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate three year National Diploma/ Degree in Financial Management or Financial Accounting (at least 360 credits) coupled with 3 years' relevant experience in Financial Management Accounting of which one (1) year should be in a supervisory role/level. Proficient computer literacy in Microsoft Office especially Excel. Working knowledge of BAS will serve as an advantage. Knowledge of International Financial Reporting Standards. Knowledge of Regulatory reporting requirements for Retirement Funds in SA. Knowledge of Pension Fund environment. Knowledge of Financial Accounting. Knowledge of Risk Management. Analytical skills. Communication and interpersonal skills. Problem solving skills. Ability to work in a team and independently. Time management skills. Honesty and integrity. Hard working. Attention to detail. Openness to change.
- DUTIES** : The aim of the position is to coordinate, review and undertake the implementation of financial accounting systems and procedures for the National Treasury Funds. The successful incumbent will be responsible for a wide variety of tasks, which include the following but not limited to: Ensure

supervision of financial process: Prepare a memorandum to National Treasury explaining variances; Support the undertakings of researches on latest trends on cash flow management related internal controls; Align internal controls with GPAA policies and Auditor General strategic guidelines; Supervise continuous adherence to developed and approved internal controls; Support the undertaking of corrective measures on deviation to internal controls; Monitor General Ledger. Provide financial reporting services: Preparation and provision of expenditure reports; Compile financial reports regarding turnaround times, documents processes and error rates; Perform end of day duties to ensure effective reporting, identification of issues and Evaluate financial documents. Provide financial reporting services: Monitor the recording of cash flow transactions; Ensure the undertakings of cash flow management risk analysis processes, Service the administration for audit queries on cash flow management; Assist with the preparation of annual financial statements for audit purposes; Assist with the preparation of quarterly and interim financial statements required by management of the relevant Funds; Provide quarterly inputs for organisational performance reporting; Preparation of monthly fund reports and Preparation of monthly administration reports. Undertake revenue, expenditure management and accounting work as required: Render debt management, monitoring and reporting services; Ensure payment for goods and services, transfers, subsidies and reporting; Provide financial administration and accounting services (ledgers/journals, accounting and reporting, interim and annual financial statements); Check monthly administration claims by GPAA to National Treasury; Preparation of monthly journals (BAS & Civpen); Preparation of the monthly advance request to National Treasury; Process information; Ensure that expenditure is in line with the budget and item provisioning; Facilitate the process of transfer payment/subsidy; Determine, calculate and classify of fund liabilities for the National Treasury Funds monthly; Assist with the coordination and compilation of the National Treasury Funds budget; Medium Term Expenditure Framework (MTEF), Estimate of National Expenditure (ENE) and Adjustment Budget in compliance with National Treasury guidelines.

ENQUIRIES
APPLICATIONS

: Nthabiseng Mosimanyana on Tel No: 012 319 1324
: # Disclaimer: It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews 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. The purpose of the position is to coordinate, review and undertake the implementation of financial accounting systems and procedures for the National Treasury Funds. A permanent position of Senior State Accountant is currently available at GPAA: Head Office for Programme 2.1 – Financial Accounting.