

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email.
- CLOSING DATE** : 27 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 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. 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. 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

<u>POST 21/64</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE CEO REF NO: PA/CEO/2022/04-1C</u> Office of the CEO 12 months contract
<u>SALARY</u>	:	R261 372 per annum (Level 07), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An appropriate three year National Diploma/Degree or equivalent three year qualification (at least 360 credits) coupled with three (3) years' experience in rendering support services to senior management. Proven experience in compiling memos and minute taking. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel. Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Knowledge of Financial Administration (budgeting). Ability to conduct research and analyze documents and situations. Keep abreast with procedures and processes within the Office of the CEO. Excellent verbal and written communication skills. Ability to communicate at all levels. Good telephone etiquette. Ability to act with tact and discretion. High level of reliability. Good interpersonal relations. Adhering to business ethics. Above average organising skills. Good grooming and presentable. Self-management and motivation skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following functions and include, but not limited to: Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the CEO; Ensures the safekeeping of all documentation in the office of the CEO in line with relevant legislation and policies; Obtains inputs, collates and compiles reports such as progress reports, monthly reports and management reports; Scrutinizes routine submissions/reports and make notes and/or recommendations for the CEO; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the CEO where required; Collects, analyses and collates information requested by the CEO; Clarifies instructions and notes on behalf of the CEO; Ensures that travel arrangements are well coordinated; Prioritizes issues in the office of the CEO; Manages the leave forms, leave register and telephone accounts for the unit; Handles procurement of standard items like stationery, refreshments etc. for the activities of the CEO; Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides a secretarial/receptionist support service to the CEO: Receives telephone calls and refers the calls to the correct role players if not meant for the CEO; Performs advanced typing work; Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order; Records the engagements of the CEO; Utilizes discretion regarding meeting requests - to decide whether to accept/decline or refer to other employees based on the assessed importance and urgency of the matter; Coordinates with and sensitizes/advises the CEO regarding engagements; Compiles realistic schedules of appointments. Provides support to CEO regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the CEO to inform him/her on the contents; Records minutes/decisions and communicates to relevant role-players. Follow-up on the progress made; Prepares briefing notes for the CEO as required; Coordinates logistical arrangements for meetings when required. Support the CEO with the administration of the Accounting Officer/ CEO's budget: Collects and coordinates all documents that relate to CEO's budget; Assists CEO in determining funding requirements for purposes of MTEF submissions; Keeps record of expenditure commitments, monitors expenditure and alerts CEO of possible over and underspending; Checks and correlates BAS reports to ensure that expenditure is allocated correctly; Identifies the need to move funds between items, consults with the CEO and compiles draft memos for this purpose; Compares the MTEF allocation with the requested budget and informs the CEO of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remains up to date with regard to

ENQUIRIES
NOTE

- : prescripts/policies and procedures applicable to his/her work terrain; Remains abreast with the procedures and processes that apply in the office of the CEO.
- : Geraldine Turner on 084 093 5765
- : 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. Note: The purpose of the role is to render a secretarial support service to the CEO in GPAA. One contract position for Personal Assistant is currently available at the Government Pensions Administration Agency: Office of the CEO on a 12 months' contract. Take note that it may be expected of the shortlisted applicants to undergo competency assessments related to the position.