

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.
- CLOSING DATE** : 26 August 2022 before 12h00 noon No late applications will be considered.
- 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. Note: The purpose of the role is to manage the acquisition and demand planning of goods and services in the organisation. One contract position of Manager: Demand, Planning and Acquisition is currently available at Supply Chain Management in GPAA on a 12-months contract. 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. 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 30/30 : **ASSISTANT MANAGER PENSIONER MAINTENANCE: PAYMENTS AND ADMINISTRATIVE SUPPORT REF NO: ASMNG/PM/2022/08-1P/3RA**

The purpose of the role is to ensure the implementation of all Pensioner Maintenance processes and payment of pension benefits within the EB Operations: Pensioner Maintenance.

SALARY : R382 245 per annum (Level 09), basic salary. Employee Benefit: Pensioner Maintenance.

CENTRE : Pretoria Head Office

REQUIREMENTS : An appropriate recognized Bachelor's Degree/National Diploma or equivalent three year qualification (NQF6 with at least 360 credits); Four (4) years' experience in an Employee Benefits environment which should include two years supervisory experience; Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Knowledge of the Benefits payable in a Pensioner Maintenance environment will serve as an added advantage; Working knowledge of CIVPEN, Workflow and Pekwa will serve as an advantage. Knowledge of Employee Benefits, Knowledge of applicable legislation within GEPF, Working knowledge and experience in the GEP Law 1996. Knowledge of GEPF products and services, Knowledge of Public Service Prescripts and Legislation; Knowledge of Civil Pension Software (CIVPEN), Workflow and Pekwa; Knowledge of Ethical and Fraud awareness' Knowledge of Financial Management, Managerial and leadership skills, Planning and organizing, Communication skills – both verbal and written, Decision making and problem-solving skills, Presentation skills, Accuracy, thoroughness and ability to detect errors, Ability to prioritize and meet deadlines, Good working interpersonal skills, Customer service orientation, Persuasiveness and flexibility, Ethical business conduct and adhering to business ethics, Ability to work under pressure, Ability to delegate, Accountability, Ability to establish controls and monitor tasks.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Monitor the Administrative Control within the unit: Ensure the timeous and accurate processing and authorization of Pension claims including the administration of Death Benefit payments; Assist in the identification of service delivery gaps and challenges within EB Pensioner Maintenance and broader EB environment and implement effective business solutions; Implement and maintain an effective system of internal controls, control environment and delegation of authority; Assist in the compilation and presentation of service delivery performance reports/progress for Senior Management. Develop and Review EB operations processes and systems: Implement the Operational Business Plan for EB Pensioner Maintenance to support and achieve the strategic objectives of EB; Ensure operational compliance with applicable legislation, statutes, policies and rules to ensure that the GEPF and National Treasury is not exposed to any risk or non-compliance; Conduct analysis on policies and make recommendations; Develop a sound knowledge and ability to utilize systems used within the Pensioner Maintenance unit; Improve business relationships with Employers and other stakeholders by eliminating old cases on hand; Compile monthly status report to stakeholders; Assist in compiling presentations and training manuals before going to workshops with the Employers and other

stakeholders. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required; Develop performance standards and evaluates team and individuals; Monitor staff regarding human resource aspects such as leave, recruitment and grievances; Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.

ENQUIRIES

: Ms Felicia Mahlaba on Tel No: 012 319 1455