

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE

: 25 November 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) only. 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 (when shortlisted). 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 an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 43/43 : **DEPUTY DIRECTOR: PROVINCIAL OFFICE REF NO: DD-PROV/MPUM/2022/11-1P**

Client relationship management

The purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the province.

SALARY CENTRE REQUIREMENTS

: R882 042 per annum (Level 12), (all-inclusive package)

: Mpumalanga (Nelspruit/Mbombela-Office)

: A recognized three-year Bachelor's Degree/B Tech or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years' experience in a managerial role. Exposure in stakeholder management within the public service sector / Employee Benefits / Medical Aid environments may receive preference. A valid driver's license is mandatory, at least two years old. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) would be an added advantage. Geographical knowledge of the province for which application is made will be an advantage. Demonstrable customer relations experience. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation (relevant to the Public Service and the Government Pension Fund). Knowledge of two indigenous languages spoken in the Region. Good problem solving skills. Good organizational skills. Management skills. Customer oriented. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

DUTIES

: The successful candidate will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to: Manage effective operations within the Provincial Office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submit all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective Risk and Compliance Management within the Provincial Office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office-based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant Stakeholders/Clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful

business transformation within Provincial Office: Act as a change champion for transformation by communicating, motivating and driving change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. 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. Section Management: 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. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Director, ensuring that costs are contained. 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 section which minimize potential risks to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES : Mapule Mahlangu on Tel No: 012 399 2639. Application Enquiries: URS Response Handling Tel No: 012 811 1900

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa46@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the province. One permanent position of Deputy Director Provincial Office Mpumalanga Region is available based in Nelspruit. 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.

POST 43/44 : **DEPUTY DIRECTOR: PROVINCIAL OFFICE: EGLS (EMPLOYER AND GOVERNMENT LIAISON SERVICES) REF NO: DD-PROV/EGLS/2022/11-1P**
Client Relationship Management
The main purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the GP and National Departments.

SALARY CENTRE REQUIREMENTS : R882 042 per annum (Level 12), (all-inclusive package)
: Pretoria
: A recognized three-year Bachelor's Degree/B Tech or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years' experience in a managerial role. Exposure in stakeholder management within the public service sector / Employee Benefits/Medical Aid environments may receive preference. A valid driver's license is mandatory, at least two years old. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) would be an added advantage. Geographical knowledge of the province for which application is made will be an advantage. Demonstrable customer relations experience.

Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation (relevant to the Public Service and the Government Pension Fund). Knowledge of two indigenous languages spoken in Region. Good problem solving skills. Good organizational skills. Management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality .Driving ability. Presentation skills. Analytical skills.

DUTIES

: The successful candidate will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to: Manage effective operations within the Provincial Office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submit all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective Risk and Compliance Management within the Provincial Office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office-based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant Stakeholders/Clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within Provincial Office: Act as a change champion for transformation by communicating, motivating and driving change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. 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. Section Management: 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. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets

in consultation with the Director, ensuring that costs are contained. 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 section which minimize potential risks to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES : Mapule Mahlangu on Tel No: 012 399 2639. Application Enquiries: URS Response Handling Tel No: 012 811 1900

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa45@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the GP and National Departments. One permanent position of Deputy Director Provincial Office EGLS Region is available based in Pretoria. 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.

POST 43/45 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DD/ER/2022-11/1P**

Human Resources Management – Employee Relations

The purpose of the role is to effectively manage all Employee relations matters within the GPAA, which includes Labour Relations, Change Management and Employee Health and Wellness.

SALARY : R744 255 per annum (Level 11), (basic salary)

CENTRE : Pretoria Head Office

REQUIREMENTS : A recognized three- year National Diploma/B Degree/B Tech or equivalent three-year qualification in Human Resource / Labour Relations or related field (NQF 6 with at least 360 credits). At least six (6) years relevant experience in Human Resource / Employee Relations of which at least three (3) years was in a managerial/supervisory capacity. Candidates with a combination of exposure in one or more of the following fields will receive preference: Labour Relations, Change Management and Employee Health and Wellness. Computer literacy that includes a working knowledge of Microsoft packages. Valid driver's license of at least two years old. Knowledge of Labour Relations Prescripts and legislations. Knowledge of DPSA Framework and prescripts. Knowledge of Investigations. Knowledge of Code and Conduct. Knowledge of report writing. Knowledge of Strike Management. Knowledge of Human Resources and Public Service Legislative Framework. Knowledge of Policy Development. Knowledge of Strategic Planning. Knowledge of PERSAL system. Knowledge of Employee Health and Wellness policies. Knowledge of Change Management and Transformation within the Public Service. Analytical skills. Facilitation skills. Presentation skills. Motivational skills. Project Management. Leadership skills. Problem solving skills. Organization & Coordination skills. Customer oriented. Ability to communicate at all levels. Ability to build strong network relationships. Work independently. Attention to detail. Honesty and integrity. Ability to work under pressure. Professionalism. Deadline driven. Willingness to travel.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage Labour Relations within the GPAA: Ensure GPAA is properly represented in all cases referred to the Labour and Labour Appeal Court. Monitor information systems of the cases on PERSAL. Manage dispute resolution emanating from grievances and misconduct cases. Manage the finalisation of all grievance and misconduct cases. Review awards and settlement agreements. Coordinate the provision of a collective bargaining function to the GPAA to ensure compliance with the legislative prescripts. Manage implementation of Employee Relations (ER) policies and strategy:

Develop and monitor Implementation of ER policies. Facilitate the process of development and review of the ER strategy. Develop and submit annual strategy implementation plan. Monitor and evaluate implementation of the strategy. Prepare and present reports to management. Manage financial and procurement processes of the ER cost center. Provide inputs for annual reports. Identify and manage risks for the unit. Manage and resolve audit findings for the unit. Ensure effective application of Change Management within GPAA: Oversee the management of Change Management processes and programmes. Ensure successful business transformation. Create a conducive environment for fair labour practice in relation to change management. Keep abreast with industry and international Public Sector development and make recommendations to Directors for business transformation opportunities. Ensure effective application of Employee Health and Wellness (EHWP) within GPAA: Oversee the management of Employee health and wellness programmes and responses to HIV/AIDS in line with GPAA 's strategy. Create a conducive environment for fair labour practices in relation to Employee Health and Wellness. Provide required support in the implementation of EHW. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise and developmental needs of the individual. 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 turnover figures. Motivate staff through the implementation through appropriate structure and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Ms Felicia Mahlaba on Tel No: 012 319 1455. Application enquiries: Soniwe Mwamuka on Tel No: 011 0218982

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Applications@masteck.co.za quoting the reference number in the subject heading of the email

NOTE : The purpose of the role is to effectively manage all Employee relations matters within the GPAA, which includes Labour Relations, Change Management and Employee Health and Wellness. One permanent position of Deputy Director: Employee Relations is currently available at the Human Resources (Employee Relations) unit of GPAA based in Pretoria. 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.

POST 43/46 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: (ASD/LR/2022-11/1P)**
Human Resources Management – Employee Relations
The purpose of the role is to manage all Labour relations (LR) issues relating to grievances and misconduct within the Organization.

SALARY : R382 245 per annum (Level 09), (basic salary)
CENTRE : Pretoria Head Office
REQUIREMENTS : A recognised three year National Diploma/B Degree or equivalent three year qualification (at least 360 credits) in Human Resource / Labour Relations / Industrial Relations / Law or related field. At least four (4) years relevant experience in Labour Relations of which at least two (2) years includes supervisory experience/supervisory role. Computer literacy that includes a working knowledge of Microsoft packages. Knowledge of LRA, BCEA, EEA. Knowledge of DPSA Framework and prescripts. Knowledge of Investigations. Knowledge of Code of Conduct. Knowledge of Strike Management. Analytical skills. Report writing skills. Facilitation skills. Presentation skills. Motivational skills. Leadership skills. Problem solving skills. Organization & coordination skills. A strong understanding of the Human Resources field. Programme & Project Management skills. Customer oriented. Ability to communicate at all

DUTIES

levels. Ability to build strong network relationship. Work independently. 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.

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage relationships with stakeholders: Manage relationships with organized labour. Manage all external relationships with the Bargaining Councils (e.g. GPSSBC and PSCBC). Collaborate with Directors on disciplinary and dispute matters as required. Leverage and manage relationships between management, employees and organized labour and labour institutions and identify areas for interventions. Participate in strategic planning in the management of the Directorate. Monitor the system of finalizing all misconduct cases in the GPAA: Monitor capturing of cases on PERSAL in order to assess progress. Analyse and maintain record of misconduct cases in the GPAA. Monitor coordination of information regarding misconduct. Manage the finalisation of all misconduct received in the GPAA: Assign investigators to conduct investigations into misconduct cases. Finalise the investigations on misconduct in the GPAA. Ensure that prescripts are adhered to regarding the finalization of the misconduct cases. Analyse investigation reports received. Prepare for the disciplinary processes and communicate the outcome thereof. Monitor, consolidate and analyse national misconduct statistics. Ensure that the Department maintains procedural and substantive fairness in the handling of misconduct cases. Manage the finalisation of all grievances received from employees in the GPAA: Assist in preparation, representation and management of disputes emanating from grievances. Represent the employer in grievance cases. Provide a specialist advisory, consultation and facilitation service in all grievance and dispute related matters. Assist in identifying designated employees to conduct investigations into grievances. Ensure that relevant prescripts are adhered to regarding the finalization of grievances. Consolidate and analyse grievances statistics. Ensure that the Department maintains procedural and substantive fairness in the handling of grievance cases. Coordinate the provision of a collective bargaining function to the GPAA to ensure compliance with the legislative prescripts: Provide input to the development of a collective engagement strategy and model (matters of mutual interest, GPAA objectives, structural interface, responsibilities, accountabilities, monitoring processes) to ensure effective collective bargaining within the GPAA. Represent the GPAA at the Bargaining Chamber and ensure that the appropriate actions are taken to action the decisions taken at the departmental bargaining chamber and the PSCBC and GPSCBC. Provide input and advice on the management and resolution of individual and collective disputes. Liaise with other government departments on matters of mutual interest. Support and provide assistance to the regional offices in all aspects of Labour Relations. Identify and respond to labour related risks that may stem from the transfer of staff and / or other collective employee decisions that have the potential to have a negative impact on employees in some or all cases. Provide proactive advice on labour law, government's prescripts, policies, procedures and agreements. Provide input to the development and maintenance of appropriate capacity building programmes (line management and LR staff) and training manuals. Provide input with the training delivery on LR and related training. Review cases: Analyse arbitration awards for review to the Labour Court. Discuss and evaluate cases referred with the Director at Legal Services. Liaison meetings with State Attorneys. Monitor and analyse the outcomes from the Labour Court and Labour Appeals Court. Manage dispute resolution emanating from misconduct: Preparation, representation and management of disputes emanating from misconduct. Attend to dispute proceedings, represent the Department/facilitate representation and provide required evidence. Provide a special advisory, consultation and facilitation service on all disputes' related matters. Challenge issues on all jurisdiction and condonation of disputes forwarded to GPSSBC, PSCBC and CCMA. Report to Director on all disputes that may arise in the GPAA. Develop appropriate strategies and processes to manage disputes and minimize the negative effects. Ensure that the Department maintains procedural and substantive fairness in the handling of dispute cases. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resources 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. Application enquiries: Soniwe Mwamuka on Tel No: 011 0218982
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Applications@masteck.co.za quoting the reference number in the subject heading of the email
- NOTE** : The purpose of the role is to manage all Labour relations (LR) issues relating to grievances and misconduct within the GPAA. One permanent position of Assistant Director: Employee Relations is currently available at the Human Resources Management (Employee Relations) unit of GPAA based in Pretoria. 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.
- POST 43/47** : **SENIOR ADMINISTRATION OFFICER: TRAINING REF NO: (SAO-TR/HRD/2022/11-1P)**
Human Resources Training and Development
The purpose of the role is to provide support to the Training and Development Unit for the GPAA.
- SALARY CENTRE REQUIREMENTS** : R321 453 per annum (Level 08), (basic salary)
: Pretoria Head Office
: An appropriate recognized Bachelor's Degree/National Diploma or equivalent three year qualification (NQF6 with at least 360 credits) within Human Resources Management, Human Resources Development or Industrial Psychology with three (3) years appropriate experience in Human Resources Training of which one (1) year include supervisory experience. Candidates with exposure in any or a combination of the following will receive preference: compiling a Workplace Skills Plan; Bursary Administration; Learnership, Internship; Adult Education and Training (AET) programs; mentorship and coaching programs; Recognition of Improved Qualifications in the Public Service and e-Learning programs. Computer literacy that would include a good working knowledge of Microsoft Office products. 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.
- DUTIES** : The successful incumbent will be responsible for a wide variety of tasks which includes the following but not limited to: Implementation of the HRD Strategy: Implement the HRD Strategy. Develop implementation plans for the HRD Strategy. Prepare and present monthly, quarterly and yearly reports to the relevant stakeholders (PSETA, DPSA, Business Unit managers). Monitor and evaluate the implementation of HRD. Component Management: Effective management of staff and unit performance. Effective management of staff development and training according to PDP. Effective management of risks. Effective management of audit findings. Management of customer satisfaction levels. Implement a Workplace Skills Plan: Prioritise training delivery in line with GPAA strategy. Ensure quality training is provided to ensure performance improvement. Ensure adherence to service level agreements by the external service providers. Provide advisory services pertaining training related issues. Present, negotiate and consult with employees regarding training interventions. Implementation of Learnership, Internship and Recognition of Prior Learning (RPL) projects: Plan for the implementation of the projects. Liaise with relevant SETA's and business units to ensure registration of the learnership project. Implementation of both the learnership and the internship programmes. Reporting to the relevant SETA's. The facilitation of induction and Re-orientation programme for the GPAA: Updating manuals for induction. Facilitate Compulsory Induction Programme (CIP) to qualifying GPAA employees. Reporting to the National School of Government (NSG) regarding conducted training. Administration of bursaries: Prepare an invitation for bursary intake as per bursary policy provisions. Assess the bursary applications and prepare a summary of the applications. Presentation to the

Bursary Committee. Prepare the memo to the CEO. Communicate feedback to the applicants. Present the policy and the contract to the applicants before the bursary contract can be entered into. Monitor the progress of bursary holders. Audit bursary files. Provide advice to the bursary holders and the Bursary Committee respectively. Implementation of Adult Education and Training (AET) program and other directives and resolutions: Coordinate the implementation of the AET program, resolutions and directives. Monitor the progress of learners through liaising with the service provider/s. Assist with the implementation and monitoring of resolutions and directives as determined. Conduct workshops to affected GPAA employees. Implement the mentorship and coaching projects in GPAA: Ensure that coaching and mentoring program are implemented effectively. Support the line managers and recipients with regards to mentoring and coaching processes. Monitor the progress of the programmes and address challenges emanating from implementation of the programmes. Administration procedures for Agreement on Recognition of Improved qualification program: Prepare an invitation for Recognition of improved qualification intake. Ensure that all applications are completed correctly and prepare summary of applications. Invite the Committee for the Recognition of improved qualification meeting. Ensure that qualifications are verified. Prepare memo to the CEO and to Finance. Provide advice to the GPAA employees. Update GPAA list of improved qualifications.

- ENQUIRIES** : Ms Felicia Mahlaba on Tel No: 012 319 1455. Application enquiries: Ms Koena Tibane on Tel No: 011 – 941 1953 / 086 1999 960
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa1@phakipersonnel.co.za quoting the reference number in the subject heading of the email
- NOTE** : The purpose of the role is: to provide support to the Training and Development Unit for the GPAA. One permanent SAO Training position is currently available at the Government Pensions Administration Agency: HRD – based in Pretoria Head Office. 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.