

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- CLOSING DATE** : 17 February 2023 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 and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 04/67 : **ADMINISTRATOR: FRAUD PREVENTION HELPLINE REF NO: ADM/FPH/2023-01/1P**
Fraud Prevention and Case Management
The purpose of the role is to administer the fraud hotline.

SALARY : R218 064 per annum (Level 06), (basic salary)
CENTRE : Head Office Pretoria
REQUIREMENTS : An appropriate three-year tertiary qualification (B Degree/National Diploma) ideally Fraud related (at least 360 credits minimum NQF6) with 18 months proven experience within the Fraud Investigation/Audit environment Or Grade 12 with three years proven experience within the Fraud Investigation/Audit environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel). Barn Owl system exposure will be an advantage. Knowledge of SA Criminal Law Act. Knowledge of Forensic Audit/investigation methodologies. Knowledge of Internal Audit methodologies, COSO II Internal Controls. Knowledge of Barn Owl System. Investigation technique skills. Interviewing & recording skills. Building collaborative relationships skills. Problem solving skills. Communication skills (written & verbal). Analytical skills. Ability to work in multidisciplinary teams. Attention to detail. Professionalism. Honesty & Integrity. Proactive and resourceful. Team player. 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.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Undertake registration of fraud cases as received: Open fraud cases as received. Register the information in the Case Register. Capture new cases on the system (Barn Owl). Allocate the reference number of a fraud case for follow-up. Handling of inbound and outbound calls. Create Investigation/enquiries file. Capture statistics of incoming and outgoing calls. Undertake Hotline Database update: Update the fraud hotline case register. Update investigation diary. Update status of cases on Barn Owl. Analyse and evaluate trends of calls and categorise them. Print reports from the system. Undertake Case Maintenance: Evaluate and analyse data from inbound calls. Verify accuracy of information received. Forward relevant cases to relevant stakeholders. Upload reports from Barn Owl Management. Follow up and finalize enquiries. Assist with any administrative duties.

ENQUIRIES : Ms Mapule Mahlangu Tel No: 012 399 2639. Application Enquiries: Ms Koena Tibane Tel No: 011 – 941 1953 / 086 1999 960.

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit1@phakipersonnel.co.za quoting the reference number in the subject heading of the email.

NOTE : One position of Administrator: Fraud Prevention Helpine is currently available at GPAA Head Office on a permanent basis.

POST 04/68 : **ADMINISTRATOR: TRACING (TRACING AGENT) - EASTERN CAPE REF NO: TA/EC/UMTHATHA/2022/07-1C) FOR UMTHATHA**
Finance: Unclaimed Benefits
(12 months contract)
The purpose of the posts assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA.

SALARY : R218 064 per annum (Level 06), plus 37% in lieu of benefits
CENTRE : Umthatha Eastern Cape
REQUIREMENTS : An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in accounting/financial management of which at least 6 months should be in Tracing OR A Senior Certificate/Grade 12 coupled with 3 years appropriate

proven experience in accounting/financial management field of which 6 months should be in Tracing. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Geographical knowledge of the area applying for is essential; Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be essential (Xhosa); The applications of individuals currently residing in the geographical area (town/city) of the Eastern Cape applying for, may receive preference (note that proof of residence may be requested when shortlisted); A valid drivers' license will be an advantage; Knowledge of PFMA; Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; Deadline driven. 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.

DUTIES

: The incumbents of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to: Trace beneficiaries: Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list; Rectify errors by updating the system with the correct information provided by the clients; Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing: Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases: Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Assistant Manager and the Outbound Call Centre Agent.

ENQUIRIES APPLICATIONS

: Ultimate Recruitment Solutions Tel No: 012 811 1900
 : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpa45@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the post is to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. One 12 months contract position for a Tracing Administrator at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency in the Eastern Cape as indicated – Umtata.

POST 04/69

: **SECRETARY: DIRECTOR SECURITY AND FACILITIES REF NO: SEC/FAC/2023/01-1P**
 Security and Facilities Management
 The purpose of the role is to render a secretarial support service to the Director.

SALARY CENTRE REQUIREMENTS

: R181 599 per annum (Level 05), (basic salary)
 : Head Office Pretoria
 : An appropriate three (3) year qualification (ideally in Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with two (2) years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which May Be Assessed If Need Be.) Knowledge of Office Administration Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast

with procedures and processes with the office of the Director. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation. Sound organising skills. 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.

DUTIES

: The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Director: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received; Arranges meetings and events for the Director. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; Processes the travel and subsistence claims for the unit; Processes all invoices that emanate from activities of the work of the Director; Records basic minutes for the meetings of the Director where required; Drafts routine correspondence and reports; Does filing of the documents for the Director and the unit where required; Administers matters like leave forms, leave registers and telephone accounts; Handles the procurement of standard items like stationery and refreshments; Collects all relevant documents to enable the Director to prepare for meetings; Provides a secretarial/receptionist support service to the Director: Receives telephone calls and refers the calls to the correct role players if not meant for the Director; Records appointments and events in the diary for the Director; Types documents for Director; Operates office equipment like fax machines and photocopiers; Remains Up to date with regards to prescripts/policies and procedures applicable to his/her work terrain: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES

: Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: Mpho Ngubane Tel No: 011 884 8010 or Aalia Hoosen Tel No: 011 884 8010

APPLICATIONS

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

NOTE

: The purpose of the role is to render a secretarial support service to the Director. One permanent position for a Secretary is available at the Government Pensions Administration Agency in Head Office Pretoria.