

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 24 February 2023 before 12h00 noon No late applications will be considered.
 : Take Note Of The Disclaimer Mentioned On Each Advert. It is mandatory that applications that 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 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 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 05/77** : **ADMINISTRATIVE OFFICER: ICT KNOWLEDGE MANAGEMENT REF NO: AO/ICT/BKM/2023/02-1C**
Information Technology
(12 months contract)
- SALARY** : R269 214 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Pretoria Head Office
REQUIREMENTS : A three year B Degree/National Diploma in Knowledge Management, Library Management or any other relevant qualification related to Knowledge Management (at least 360 credits) coupled with two years' experience in Knowledge Management. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel; Knowledge Management; Knowledge of Programme and Project Management; Knowledge of Quality Management Systems; Knowledge of SA ICT Legislation (SITA Act, Electronic Information Act, Access to Information Act, POPI Act); Knowledge of Benefits Administration; Knowledge of Customer Relationship Management (Channel Management); Knowledge of and compliance with relevant legislative requirements and GPAA policies and procedures; Knowledge of Pension fund regulations and rules; Analytical skills; Project Management skills; Planning and Organising skills; Decision making and problem solving skills; Communications skills; Persuasiveness & Flexibility; Customer service orientation; Ability to take responsibility; Ability to work under pressure; Integrity, reliability and honesty; Quality and result oriented. 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** : Assist in implementing the knowledge Management database and processes of the organisation: Draft and implement awareness plans for the GPAA on new trends and knowledge acquired by the organisation; Educate and promote Knowledge Management practices to new and existing team members to improve the sharing and value of Knowledge; Assist in design catalogue and publishing the available suite and productivity tools and technologies to optimize the use of Knowledge; Draft and compile reports on the usage of Knowledge articles to demonstrate the benefits and impact of Knowledge on service delivery. Assist in conducting Research on best practices that will enable the GPAA to achieve its objectives: Assist in conducting research on best practices; Ensure the effective development and implementation of a continuous improvement strategy for the organisation; Assist in identifying and implementing remedial action strategies for the GPAA service delivery gaps; Provide Administrative support to the unit: Organise office logistical matters; File office correspondence documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents in the office; Order stationary and equipment for the section.
- ENQUIRIES** : Mr 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 assist with the provision of Knowledge and Information within GPAA. One 12 month contract position for an Administrative Officer: Knowledge Management is currently available at the Government Pensions Administration Agency: ICT Section – Gauteng Region based in Pretoria Head Office.

POST 05/78 : **SECRETARY: DIRECTOR MONITORING AND EVALUATION REF NO: SEC/M & E/2023/01-1P**
Corporate Monitoring and Evaluation

SALARY : R181 599.per annum (Level 05), (Basic Salary)
CENTRE : Head Office Pretoria
REQUIREMENTS : 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 purpose of the role is to render a secretarial support service to the Director. 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 : Lesiba Sehlapelo Tel No: 012 399 2602
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) applicationsqpaa@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 at Monitoring and Evaluation Unit.