

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

- : 24 April 2023 before 12h00 noon
- : No late applications will be considered. 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](http://www.dpsa.gov.za-vacancies) or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new Z83 form as indicated 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 being 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 is 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.

## MANAGEMENT ECHELON

**POST 12/47**

- : **DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF: DDG/CS/2023/03-1P: Permanent**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R1 590 747 - R1 791 978 per annum (Level 15) (all-inclusive package)
- : Pretoria Head Office
- : A relevant B Degree/B Tech qualification (NQF 7) coupled with a post-graduate qualification (NQF 8) as recognized by SAQA in Human Resources / Business

Management / Public Administration or related field. At least 8 to 10 years relevant experience at a Senior Management level within a Corporate services environment. Proven track record as a Programme Head/Business Head would be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Disclaimer: The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. Knowledge of Corporate Services; Knowledge of Customer relationship management (channel management); Knowledge of relevant legislative requirements and GPAA policies and procedures; Industry knowledge, Knowledge of Pension Fund Regulations and Rules; Knowledge of Legislation and Rules that governs the various subunits; Knowledge of Financial Management including budgeting and forecasting; Knowledge of Compliance Management; Knowledge of relevant systems; Strategic capability; Service delivery innovation; Service excellence; Client orientation and customer focus; Financial management; People management and empowerment; Programme and Project management; Change Management; Knowledge management; Problem solving and analytical skills; Outstanding communication skills (verbal, written and presentation); Respect; Emotional intelligence; Transparency; Courtesy; Team player; Integrity. 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 incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding corporate services to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operations of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organized groups to improve the programme's overall performance. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the management of Human Capital Management services: Drive the provision of effective Human Capital practices and administration services. Drive the development and maintenance of HCM strategies. Oversee and facilitate Human Capital strategy, organizational effectiveness and wellness initiatives for the GPAA. Drive the provision of integrated Human Capital Development initiatives aimed at enhancing individual and organizational performance. Oversee and facilitate the provision of labour relations services. Oversee the provisioning of Management of Support Services: Provisioning of Management Information Services. Provisioning of Monitoring and Evaluation Services. Provisioning of Communication Services. Provisioning of Facilities & Security Services. Provisioning of office support and maintenance services. Oversee fleet, travel and accommodation requirements of the GPAA. Monitor the provisioning of security management services. Oversee the management of all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRY**

: Felicia Mahlaba at: 012 319 1455. Application enquiries: Courtney UsherOn [Courtney.usher@gjjima.com](mailto:Courtney.usher@gjjima.com) or Tel No : 010 449 5000

- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to <https://applybe.com/gijima/search/results/> quoting the reference number in the subject heading of the email.
- NOTE** : The key focus of the role is to oversee, direct and provide strategic leadership, advisory and support service to the GPAA with regards to corporate services. One permanent position of DDG: Corporate services is available within GPAA based in head office Pretoria
- POST 12/48** : **CHIEF FINANCIAL OFFICER REF: CFO/2023/03 - 1P**  
Permanent
- SALARY** : R1 590 747 - R1 791 978 per annum (Level 15)(all-inclusive package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A relevant B Degree/B Tech qualification (NQF 7) coupled with a post-graduate qualification (NQF 8) as recognized by SAQA in Finance or related field. A CA (SA), CIMA or similar professional qualification will serve as an advantage. At least 8 to 10 years relevant Financial Management experience at a Senior Management level preferably overseeing a financial budget span of at least R 1.2 billion. Proven track record as a Programme Head/Business Head would be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Disclaimer: The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. Knowledge of Benefits administration; Knowledge of Customer relationship management (channel management); Knowledge of relevant legislative requirements and GPAA policies and procedures; Industry knowledge; Knowledge of Pension Fund Regulations and Rules; Knowledge of Financial Management including budgeting and forecasting; Knowledge of Compliance Management; Knowledge of relevant systems; Strategic capability; Service delivery innovation; Client orientation and customer focus; Financial management; People management and empowerment;. Programme and Project management; Change Management; Knowledge management; Problem solving and analytical skills; Outstanding communication skills (verbal, written and presentation); Respect; Service excellence; Emotional intelligence; Transparency; Courtesy; Team player; Integrity. 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 incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organized groups to improve the overall performance of the programme. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the process of financial and investment management: Establish and promote healthy business processes that ensure efficient and effective service delivery within set expectation and agreed performance standards in the area of accountability and the overall optimization of the value chain for the Employee Benefits Group. Ensure that the Investment Accounting, Financial strategies and operating model is adequately budgeted for, through the development and implementation of a fit for purpose budget. Ensure effective financial management,

control and corporate governance. Act as the custodian for International Financial Reporting Standards (IFRS) and Governance and Risk management. Support the GEPP Board of Trustees and GPAA Executive Authority on finance matters through participation in the respective Audit Committees and Risk Committee. Prepare and present financial reports required by the Board and respective committees eg. Annual Financial Statements, Impairment of investment Schedules, MTEF budget, Interim Financial Statements, etc. Prepare and present financial reports for the executive committees and provide the necessary guidance on financial matters to the executives. Manage cash flows for customers in line with the best practice. Manage the Investment Accounting Functions. Manage the tracing of beneficiaries to enable claim processing of unclaimed benefits for GPAA. Work hand in hand with Client Relationship Management regarding unclaimed benefits and working towards the implementation of an unclaimed benefit strategy and implementation plan. Oversee the Supply Chain Management process: Oversee the development of SLA's for various service providers to monitor and report on SLA performance. Oversee all aspects of the procurement function, including tender preparation, evaluation and bid adjudication process. Ensure all relevant Committees (Specification, Evaluation and Adjudication) are in place and effective. Ensure that appropriate procurement processes, policies and procedures are in place to support the acquisition of goods and services. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of the budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIES** : Mapule Mahlangu on Tel No: 012 399 2639 and Application Enquiries: Rebecca Hatlane Tel No: 011 941 1953 / 086 1999 960

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

**NOTE** : The key focus of the role is to oversee the financial wellbeing of the GPAA, including the management of funds administered on behalf of its customers nationally. One permanent position of CFO: is available within GPAA based in head office Pretoria

**POST 12/49** : **DEPUTY DIRECTOR GENERAL: EMPLOYEE BENEFITS (COO) REF COO/2023/03-1P: Permanent**

**SALARY CENTRE** : R1 590 747 - R1 791 978 per annum (Level 15) (all-inclusive package)  
: Pretoria Head Office

**REQUIREMENTS** : A relevant B Degree/B Tech qualification (NQF7) coupled with a post-graduate qualification (NQF 8) as recognized by SAQA in Management/Economics/ Finance/Operational Management/ Customer Service or related field. At least 8 to 10 years Operational Management experience at a Senior Management level with added advantage to candidates with experience gained in the Benefits Administration Industry/Financial Services Industry. Proven track record as a Programme Head/Business Head would be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be an added advantage. Disclaimer: The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. Benefits Administration Industry Knowledge; Knowledge of Customer relationship management (Channel management); Knowledge of relevant legislative requirements and GPAA policies and procedures; Knowledge of Pension Fund regulations and rules; Knowledge of Financial management including budgeting and forecasting; Knowledge of compliance management; Knowledge of relevant systems; Strategic capability; Service delivery innovation; Service excellence; Client Orientation and customer focus; Financial management, People management and empowerment; Programme and project management; Change management; Knowledge management; Problem solving and analytical skills; Outstanding communication skills (verbal, written and presentation); Respect; Emotional intelligence; Integrity; Transparency; Courtesy, 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

**DUTIES**

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 successful incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Development of an effective short, medium and long-term strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Development of a management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of the principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organized groups to improve the overall performance of the programme. Represent the GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Develop reports, media statements and briefings for Parliament, Board and other relevant stakeholders. Oversee the effective management of customer relationship management services: Direct the management of all client contact. Ensure effective client outreach. Enhance the management of relationships with GPAA customers and clients in the Regions. Ensure good stakeholder relations. Oversee the end-to-end process of maintenance of client's records. Ensure seamless administration of client liaison services. Oversee the management of effective benefits processing services for the GEPF client: Management of the end-to-end process of admission, maintenance of members and records. Management of collection of contributions and reconciliation. Management and payment processing of benefits. Oversee the management and provisioning of benefits processing services for National Treasury client: Facilitation of payments and processing of Medical Aid, IOD and Military Pensions. Co-ordination of the provisioning of financial services for non-contributory benefits. Co-ordination of the administration of the AIPF and TEPF in accordance with the relevant Acts. Management of administering of Special Pensions as defined by the National Treasury. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIES**

: Ismael Radebe on Tel No: 012 399 2299 and Application Enquiries: Mpho Ngubane Tel No: 011 884 8010

**APPLICATIONS**

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

**NOTE**

: The Key focus of this position is to oversee the management of benefits administration services for the GPAA. One permanent position of DDG: Employee Benefits (COO) is available within GPAA based in Head Office Pretoria

**POST 12/50**

: **FINANCE ADMINISTRATORS: TRACING (REGIONAL TRACING AGENTS) UNCLAIMED BENEFITS**  
(12 months contract)

**SALARY CENTRE**

: R218 064.per annum (Level 6) plus 37% in lieu of benefits  
: Nelspruit and Ermelo  
Mpumalanga  
Ref No: TA/MP/NEL/2023/03-1C) Based in Nelspruit (X1 Post)  
Ref No: TA/MP/ERM/2023/03-1C) Based in Ermelo (X1 Post)

**REQUIREMENT**

: An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (ideally Finance related) with 18 months proven experience in accounting/financial management of which at least 6 months should be in Tracing or Debtors/debt collection OR A Senior Certificate/Grade 12 coupled with three years appropriate proven experience in accounting/financial management field of which 6 months should be in Tracing or Debtors/debt collection; 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; The applications of individuals currently residing in the geographical area (town/city) of the respective area applying for, may receive preference (note that proof of residence may be requested when shortlisted); A Valid driver's license will be an added 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 DPSSA 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**

T: he successful candidate will be responsible for the following functions and include, 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 Supervisor and Manager.

**ENQUIRY**

: Mbongiseni Nkosi on Tel No: 012 399 2202. Application enquiries: URS Response Handling, Tel. 012 811 1900

**APPLICATIONS**

: It is mandatory to email your application (comprehensive CV and new Z83 signed) [gpaa59@ursonline.co.za](mailto:gpaa59@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. Various positions for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency on a 12-month contract in the areas as indicated.