

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 04 August 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 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). When applying through the online system, applicants are required to attach copies of all qualifications including National Senior Certificate/Matric certificate/equivalent/ID, etc., however, these documents need not be certified at the point of application, but certification will be required prior to attending the interview. 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. 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

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| <u>POST 25/26</u> | : | <u>DEPUTY DIRECTOR: LEGAL ADVISORY SERVICES REF NO: DD/LAS/2023-07-1P</u> Legal Services |
| <u>SALARY</u> | : | R811 560 per annum (Level 11), (all-inclusive package) |
| <u>CENTRE</u> | : | Pretoria (Head Office) |
| <u>REQUIREMENTS</u> | : | A relevant three-year Bachelor's Degree/N Dip/B Tech or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in a Legal Services environment of which three (3) years was in managerial role. Admission as Attorney or Advocate will be an added advantage. Preference will be given to candidates with exposure to pensions law. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Legal Research methodologies/theory. Knowledge of Contract Law. Knowledge of retirement fund industry. Knowledge of SA Pension Fund Legislation. Knowledge of Public Service legislation and regulatory frameworks (Public Service Act, PFMA, King Report etc). Strategic capability and leadership. Technical skills. Good communications and problem solving. Good negotiation skills. Good presentation skills. Good report writing skills. Conflict management skills. Facilitation skills. Customer focus. People management and empowerment. Decisiveness. Professionalism. Quality oriented. Attention to detail. Integrity, reliability and honesty. |
| <u>DUTIES</u> | : | Provide Legal advice: Render professional legal advice to ensure all actions/resolutions are complying with the statutory requirements. Interact with other spheres of government in developing sound working relations and to minimize areas of dispute or potential dispute in the legal context. Provide legal advice/assistance in the formulation of policies and procedures to ensure that policies comply with all relevant legislation including the constitutional mandate. Interact with external legal advisors of GPAA with regards to any legal matters. Review legal documents, instruments, or other material, identifying important issues, similarities and inconsistencies and advice accordingly. Prepare legal opinions/advice on a wide range of law issues. Litigation management and review of the recommendations of the Panel Attorneys and Law Advisors with regard to court cases and legal administrative affairs. Provide legal advice on human resources matters and assists in reviewing administrative decisions. Administer programmes of legal technical assistance. Serve on various legal committees. Give advice regarding problems of interpretation, legal liability, exercising of powers, other legal matters and the efficient functioning of the legal/judicial system. Prepare case files, draft legal documents for the Attorney/ Law Advisors to provide formal legal advice. Provide input to subordinates to prepare and draft legal documents. Give written instruction to subordinates to comply with review directives. Ensure cases relating to administrative appeals of the Fund, are researched and prepared accordingly. Authorize payment of valid claims and determine method of payment. Provide advice to the Senior Management and the Line Managers across the range of the Department's legal interests, risks and obligations. Contribute a legality assurance perspective to the Fund's strategic and governance processes, particularly the executive decision-making process. Build understanding of legal issues, risks and obligations through advice, communications and training, especially for other legal services staff and managers. Prepare legal documents and reports. Draft reports or briefs on legal or legal policy. Research applicable legislation and principles relating to the legal document in question, achieving compliance. Draft various legal communications based on information provided, with proper consideration to legal implications of a response. Provide inputs within the stipulated timeframes in the compilation of annual audit report at the financial year-end. Provide legal advice or comments on reports that have to be tabled before Management. Compile interim audit reports required by the Director: Legal Services during the year, highlighting potential risk areas and making legal recommendations. Manages and develops staff. Monitor performance of direct reports, check that all is aligned with planned targets. Allocate work according to the urgency of the matter and according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Monitor that outputs achieve business unit requirements. |

- ENQUIRIES APPLICATIONS** : Rebecca Hatlane Tel No: (011) 941 1953
 : 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: The main purpose of this position is to assist the Director: Legal and Advisory Services in providing legal advice to the Agency and other stakeholders. One permanent position of Deputy Director: Legal Advisory Services is currently available at Pretoria Head Office.
- POST 25/27** : **ASSISTANT DIRECTOR: VALIDATION AND TESTING LAB REF NO: ASD/VAL&TESL/2023-07-1P**
 Business Support Services
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09), (basic salary)
 : Pretoria (Head Office)
 : An appropriate and recognized Bachelor's Degree / National Diploma or equivalent three-year qualification (with at least 360 credits) in the IT environment or related. Coupled with a minimum of four (4) years' experience in a Testing Lab environment including two (2) years in/on a supervisory role/level. Computer literacy with a proficiency in Microsoft Office products. Knowledge of Employee Benefits schemes and funds. Knowledge of applicable legislation. Working knowledge of IT environment. Knowledge of GEPF services and products. Knowledge of Applicable testing methodology and/or related testing courses. Business analytical skills. Leadership and managerial skills. Organizing and problem-solving skills. Communications skills (verbal and written) with the ability to communicate at all levels. Project management skills. Customer orientated. Ethical business conduct. Ability to take responsibility. Ability to work under pressure.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage the Testing Lab processes: Ensure, maintain and foster sound internal and external client relationships with all service process partners to ensure prompt service delivery. Manage compilation and presentation of Service delivery performance reports for Senior Management and the Board of Trustees. Define and maintain the Unit's financial budgets. Provide support for continuous improvement projects. Management and/or execution of the complete system development Life Cycle (SDLC) or all new business system solutions, system errors/corrections, enhancements and new system releases. Ensure revision and testing of related CIVPEN and Workflow functionality and the subsequent implementation of formal Testing Methodology, processes and related requests and maintenance of a proper testing grid for Business Support Services. Provide training to all users and stakeholders on system/process changes. Manage Planning and Coordination of validation and testing: Ensure validation and testing across multiple projects and streams. Ensure report on test estimations and prioritized test items. Monitor test environment requirements and data requirements. Highlight and communicate dependencies. Manage entrance and exits criteria. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring and take corrective action where required. Develop performance standards and evaluate individuals and as a team. Monitor staff regarding human resource such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into directorate's overall work plans.
- ENQUIRIES APPLICATIONS** : Kgaugelo Makua Tel No: (012) 399 2299
 : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role: To manage and take responsibility for information that has been tested and provide support within the production environment. One permanent position of ASD: Validation and Testing Lab is currently available at Pretoria Head Office.