

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE
NOTE

: 23 May 2025 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 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 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 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 the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. 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 15/50**

: **CHIEF DIRECTOR: PROGRAMME 2.1 REF NO: CD/PR2.1/2025/04-1P AT PROGRAMME 2.1**
Permanent

SALARY
CENTRE

: R1 436 022 – R1 716 933 per annum (Level 14), (all-inclusive package)
: Pretoria Head Office

REQUIREMENTS

: An appropriate three (3) year (B Degree /B Tech) tertiary qualification at NQF level 7 preferably in Finance / Business Management or relevant field. A Post graduate degree, i.e Master's degree, MBL/MBA will be an added advantage. At least 6-10 years' operational management experience of which five (5) years must be at a Senior Management level. Proven track record as Programme Head/Business Head. Experience gained in the Financial Services industry especially Employees Benefits, Pension Fund and Retirement Benefits Administration will be distinct advantage. Knowledge of Benefit Administration. Knowledge of Relevant Legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Customer Relationship Management (Channel Management). Knowledge of Financial management including budgeting and forecasting. Knowledge of relevant systems. Knowledge of all legislation for non-contributory pensions and GEP Law. Knowledge of computer hardware and software and solution systems. Compliance Management. Service delivery and

innovation skills. Programme and project management skills. Knowledge management. Problem analysis and problem-solving skills. Change management skills. Strategic capability skills. People management and empowerment skills. Communication skills (verbal and written and the ability to communicate at all levels). Law and Government Mechanism skills. Respect. A drive for Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team player.

DUTIES

: The successful incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Drive the implementation of Division strategy: Develop, implement and monitor achievement of an effective short, medium and long term Operational, CRM, IT Strategy. Develop, deliver and monitor achievement of the Business plans and budget for Programme 2.1 Operations, Finance, Legal, Risk and Audit findings. Ensure the development, implementation and maintenance of Division policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium-term strategy framework (MTSF) operating strategy for the division. Contribute to the annual strategic plan. Analyze division trends and prepare management reports. Track new developments in practices to improve the effectiveness and efficiency of the division. Develop management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk-related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Ensure the provision of accurate and current advice regarding Division functions to all stakeholders. Ensure analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Ensure quality of service provided to internal and external customers / clients / stakeholders. Represent the Division at all relevant committees and forums. Proactively ensure the identification and mitigation of Risks. Initiate and sponsor projects in the Division and support organization wide projects through communication initiatives. Drive the provision of Special Pensions services as defined by National Treasury: Manage the provisioning of Research and Political Verification. Manage provisioning of Appeals services. Manage the provisioning of Adjudication services. Manage the provisioning of Secondary benefits and Payment services. Manage the provisioning of client care and records management. Drive and facilitate the payment and processing of Medical, IOD and Military Pensions Benefits: Manage the implementation of post-retirement medical subsidies as per the resolutions of the Public Service Co-ordinating Bargaining Council. Ensure implementation of increases. Develop payment solutions with Departments and Medical Aid Schemes. Manage medical aid stakeholders and developments in the industry. Manage the administration of IOD benefits in line with the provisions of the Compensation for Occupational Injuries and Diseases Act. Implement IOD increases as published by the Minister of Labour. Liaise with National and Provincial Departments on IOD claims and ensure all processes and procedures are met. Manage new IOD benefits as required by the COIDA amendments. Manage the administration of Military Pensions as required by the Military Pensions Act 1976. Manage the payment of Medical Accounts and Treatment requirements. Liaise with stakeholders i.e pharmacies, doctors, hospitals, specialists, both local and international. Manage the provisioning of adjudication and assessment of medical claims. Drive and coordinate the provision of financial services for non-contributory benefits: Manage the financial revenue, expenditure and accounting services of P2.1 finances. Manage general ledger transactions. Manage the provisioning of financial reporting services. Manage the Audit processes and Fund liabilities. Drive and co-ordinate the administration of the Associated Institutional Pension Fund and the Temporary Employee Pension Fund in terms of their Acts: Ensure the SLA between GPAA and National Treasury is developed, managed and implemented. Ensure the funds increases are submitted to the Minister of Finance for approval. Ensure resource requirements are budgeted for. Manage all the resources in the Division: Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure 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 Division.

ENQUIRIES

: Rebecca Hatlane / Koena Tibane on Tel No: (011) 941 1953 / 079 491 6649

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@phakipersonnel.co.za quoting the reference number in the subject heading of the email (failure to adhere to this will result in decline of application/s)

NOTE

: The purpose of this role is to drive the provisioning and management of non-contributory benefits on behalf of the National Treasury within the GPAA (Medical Benefits, Military Pensions, Medical Accounts, Injury on Duty and Miscellaneous pensions). One permanent position of Chief Director in Programme 2.1 is currently available at the Government Pensions Administration Agency in Pretoria Head office.

POST 15/51

: **CHIEF FINANCIAL OFFICER REF NO: CFO/FIN/2025/04-1P**
Finance

SALARY

: R1 436 022 - R1 716 933 per annum (Level 14), (all-inclusive package)

**CENTRE
REQUIREMENTS**

: Pretoria Head Office
: A relevant B Degree/B Tech qualification (NQF 7) as recognized by SAQA in Finance / Business Management or related field. A qualified CA (SA), CIMA or similar professional qualification will serve as an advantage. At least 6 – 10 years Financial Management experience of which five (5) years must be at a Senior Management level. Proven track record as Programme Head/Business Head. Experience gained in the Financial Services industry especially Employees Benefits, Pension Fund and Retirement Benefits Administration will be distinct advantage. Strategic capability. Service delivery innovation, Client orientation and customer focus. People management and empowerment. Programme and project management. Change management. Outstanding communication skills at high level (verbal, written and presentation skills). Knowledge management. Problem solving analysis. 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 Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance management. Emotional intelligence. Respect. Service excellence. Integrity. Transparency. Courtesy. Team player. Computer literacy that would include good working knowledge of Microsoft Office products.

DUTIES

: The successful incumbent will be responsible for a wide variety of tasks which include, but 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 analysis 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 organised groups to improve overall programme's performance. Represent the 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 expectations and agreed performance standards in accountability and the overall optimisation of the value chain for the Employee Benefits Group. Ensure that 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), governance and risk management. Support the GEPF Board of Trustees and GPAA Executive Authority on Finance matters through participation in the respective audit committees. Prepare and present financial reports required by the Board and respective committees, e.g. Annual Financial Statements, Impairment of investments 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. Oversee the supply chain management process: Oversee the development of SLAs 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. To oversee Management Accounting, Budgets, reporting and taxation: Ensure the effective financial control of operational financial management and accounting services. Oversee the implementation and maintenance of Income Tax Management policy and framework. Coordinate the finance administration. Monitoring and managing budget services and system controls in GPAA. Monitor financial control and accounting in the department. 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
APPLICATIONS**

: Rebecca Hatlane / Koena Tibane on Tel No: (011) 941 1953 / 079 491 6649.
: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Executives@phakipersonnel.co.za quoting the reference number in the subject heading of the email (failure to adhere to this will result in decline of application/s)

NOTE

: The purpose of the job is to oversee the financial well-being of the GPAA including the management of funds administered on behalf of its customers nationally. One permanent position for Chief Financial Officer is currently available at the Government Pensions Administration Agency and will be based at the Pretoria Head Office.