

## GOVERNMENT PENSION ADMINISTRATION AGENCY



**CLOSING DATE**  
**NOTE**

: 24 April 2026 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](http://www.dpsa.gov.za) 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 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 are 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 submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels share score both technical exercises as an additional criterion in the interview process. 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

<b><u>POST 12/45</u></b>	:	<b><u>DIRECTOR: EMPLOYEE BENEFITS OPERATIONS REF NO:</u></b> <b><u>DIR/EBOPS/2026/04-1P</u></b> Permanent
<b><u>SALARY</u></b>	:	R1 266 714 - R1 492 122 per annum (all –inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A relevant Degree /B Tech in Finance/Business Management /Bachelor of Arts in Commerce/Management Accounting/ Accounting/ Public Management or related field at NQF level 7 as recognized by SAQA. Five (5) Years's experience in middle/senior management level experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration. Computer literacy which includes a good working knowledge of Microsoft Office products Knowledge of Benefits Administration. Knowledge of SA Pension Fund Legislation / Industry related framework. Knowledge of relevant Legislative requirements and GPAA policies and procedures. Knowledge of Standard Operating Procedures. Knowledge of Financial management including budgeting and forecasting. Knowledge of Project Management. Knowledge of reporting procedures. Knowledge of relevant systems. Knowledge of financial auditing. Knowledge of Pension Administration Systems. Knowledge of Public Service Legislation and regulations. Strategic capability. Communication (Verbal & Written) Problem Solving Complex Issues. People Management and Empowerment. Reporting. Change Management. Data Analysis. Conflict Management. Customer focus. Service Excellence. Honesty & Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Problem Solving & analysis. Quality Oriented. Forster high performance culture.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Manage the implementation of EB Operations strategy: Develop and monitor the implementation of the APP for the Business unit to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Business unit policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Business unit. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Business unit functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Business unit functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Optimize the achievement of service delivery and unqualified clean audit opinion. Ensure proper implementation and alignment to SLA. Ensure information flows and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasts. Oversee accuracy of information captured on relevant systems. Liaise with legal section on matter of dispute. Liaise with relevant stakeholders to facilitate payment of benefits. Manage the implementation of new legislation and amendments. Participate in management forums within GPAA. Manage the processing, validation and payment of claims: Ensure assessment and validation of claims. Ensure processing of claims. Ensure payment of claims. Ensure management of claim exceptions. Manage the provision and implementation of Special Projects on behalf of GEPF: Ensure management, implementation and processing of all GEPF initiated special projects. Ensure awareness and alignment to provisions for implementation of special projects. Ensure collaboration with relevant internal and external stakeholders who are custodians and drivers or partners in the roll-out of special projects. Drive the provision of funeral benefits and Pensioner Maintenance: Ensure management and implementation of funeral benefits to GEPF members in accordance with legislation prescripts. Ensure maintenance, payment processing of pensioners of the GEPF. Manage all the resources in the Directorate: Oversee the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. 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 Directorate.

**ENQUIRIES** : Felicia Mahlaba on Tel No: (012) 319 1455  
**APPLICATION** : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to [Recruit1@gpaa.gov.za](mailto:Recruit1@gpaa.gov.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 manage the processing, validation and payment of claims. One permanent position of Director: Employee Benefits is currently available at the Government Pensions Administration Agency.

**POST 12/46** : **DIRECTOR: CRM REGIONS REF: DIR/CRM/2026/04-1P**  
 Permanent

**SALARY** : R1 266 714 - R1 492 122 per annum (all –inclusive package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An appropriate relevant Degree /B-Tech in Public Relations, Communications, Business Administration, Public Administration, Marketing or equivalent qualification at NQF level 7 recognized by SAQA with Five 5 Years’s experience in middle/senior management level in a Client Relationship Management environment, Customer Services, Sales Administration. Knowledge of the Benefit Administration. Knowledge of Relevant CRM Systems. 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. Strategic capability. Service delivery innovation. Client. Orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management. Communication. Knowledge management. Problem solving and analysis. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Empathetic. Data-led decision making

**DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Manage the implementation of the Operations Revenue Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Ensure implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Ensure the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Drive employee benefits in region 1, 2, 3 and operational strategies and policies: Provide expert advice on employee benefits and regional issues experienced by Line in compliance with legislation, achieving unbiased resolution. Provide consistent application of sound regional principles across business units. Drive education of all GPAA employees in company code and procedures, ensuring transfer of skills. Monitor the development of training and compilation of manuals for line managers on communication procedures to ensure that acceptable practices are followed in dealing with stakeholders. Represent the GPAA within various Regional forums. Analyse and give feedback on emerging trends on regional developments in order to formulate initiatives to address any issues arising. Manage implementation of employee capacity building initiatives, achieving agreed project milestones and adequate communication. Ensure educational events are commemorated according to

the annual calendar. Manage the implementation of appropriate processes and procedures to deal with incapacity issues. Drive implementation of awareness campaigns, ensuring objectives are achieved. Manage the achievement of an integrated regional communication approach. Establish and manage relationships with all relevant stakeholders to support service delivery in the Region: Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure that there is effective communication between the Region and all relevant stakeholders. Ensure that various stakeholders enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints. Manage all the resources in the Directorate: Oversee the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. 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 Directorate

**ENQUIRIES APPLICATION**

: Alletah Mashiane on Tel No: (012) 319 1218  
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to [Recruit3@gpaa.gov.za](mailto:Recruit3@gpaa.gov.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 role: To Ensure management of regional employer, client and stakeholder interactions. One position of Director: CRM Regions is currently available at Client Relationship Management Unit at the GPAA. This position will be filled as a permanent position.

**POST 12/47**

: **DIRECTOR: CORPORATE MONITORING AND EVALUATION REF: DIR/M&E/2026/04-1P**  
 Permanent

**SALARY CENTRE REQUIREMENTS**

: R1 266 714 - R1 492 122 per annum (all –inclusive package)  
 : Pretoria Head Office  
 : An undergraduate qualification (NQF level 7), Bachelor’s degree/ B Tech as recognized by SAQA; in Social Sciences /Business Management /Public Administration, Commerce or equivalent qualification. Five (5) years’ experience in middle/senior managerial level in the monitoring and evaluation environment. Experience in private or public sector strategy, monitoring and evaluation reporting management. Computer literacy that would include a good working knowledge of Microsoft Office 365 inclusive of MS SharePoint. Experience in Financial Services environment, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be an added advantage. Knowledge of Monitoring and Evaluation Systems and processes. Knowledge of Strategic Management. Knowledge of Corporate Governance. Knowledge of legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance management. Knowledge of the PFMA and King IV Regulations. Knowledge of Policy formulation in public environment. Knowledge of qualitative and quantitative methodologies. Knowledge of Financial management including budgeting and forecasting. Strategic capability skills. Service delivery innovation skills. Financial management skills. People Management and empowerment skills Programme and project management skills. Change management skills. Communication skills. Knowledge management skills. Problem solving and analysis skills. Stakeholder management skills. Analytical skills. Interpersonal skills. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team player. Results orientated. Relationship management

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the Monitoring, Evaluation & Reporting strategy: Monitor the implementation of the operational plan for the Directorates to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to

improve the effectiveness and efficiency of the organization. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Monitor compliance with relevant legislation throughout all Directorate functions. Analyze service delivery gaps, challenge and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Ensure information flow and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasts. Assess the provision of Monitoring, Evaluation & Reporting support and advice line managers accordingly Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Monitoring, Evaluation & Reporting policies and procedures. Monitor compliance with relevant legislation throughout GPAA. Analyze service delivery gaps and challenges, define service delivery operational measures and targets. Oversee quality of service provided to internal and external customers/clients/stakeholders. Manage organizational performance monitoring and reporting for the Department: Minimize exposure to legislative contravention by implementing policies and procedures pertaining to Departmental performance monitoring and evaluation systems in full support of legislative requirements. Identify priority outcomes to inform performance management system. Manage the alignment of the department's strategic plan with GPAA annual plans. Facilitate the development of Annual performance plans and annual operation plans. Manage and monitor the performance of business units through continuous internal and external monitoring tools and processes for business impact as well as stakeholder requirements. Analyze organizational performance and provide strategic input. Implement and review performance management systems. Co-ordinate and develop a report on the collated information on organizational performance by the business units and present in an agreed format on prescribed timelines. Partner with directors to analyze and report on their business unit's performance impact and decisions across the organization. Coordinate and manage the implementation of integrated Departmental M&E data systems: Design and maintain data architectural integration of systems to ensure M&E data integration across the Department. Manage data collection processes and protocols. Conduct data analysis and integration. Ensure the accuracy and integrity of captured information. Produce performance reports on service delivery programmes. Develop and implement systems on behalf of different directorates e.g. Knowledge Management. Manage the monitoring and evaluation for Regional coordination: Monitoring all GPAA outreach events. Provide evaluation services on Client Satisfaction Surveys. Perform trend analysis based on Province. Produce performance reports outreach programmes. Manage all the resources in the Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. 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 resources (including IS, Assets, Infrastructure, etc) within the Directorate. Ensure that all audit findings are responded to and remedial action implemented. Proactively ensure the identification and mitigation of risks

**ENQUIRIES**  
**APPLICATION**

: Mapule Mahlangu on Tel No: 012 399 2639  
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to [Recruit2@gpaa.gov.za](mailto:Recruit2@gpaa.gov.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 manage and coordinate all monitoring, evaluation and reporting systems in the Department. One position of Director: Corporate Monitoring and Evaluation is currently available at Monitoring and Evaluation Unit in GPAA. This position will be filled as a permanent position.

**POST 12/48**

: **DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO:**  
**DIR/CONT/2026/04-1P**  
 Permanent

**SALARY**

: R1 266 714 - R1 492 122 per annum (all –inclusive package)

**CENTRE  
REQUIREMENTS**

: Pretoria Head Office  
: An appropriate NQF level 7 in Finance, Business Management, BA in Commerce, Accounting, Public Management and/or related field, with accounting as a major subject (3rd year level). B degree with specialized pension certification e.g. certified employee benefits Specialist or accredited specialist training in the field of pensions management and/or retirement industry accreditation exams will be a distinct advantage. Five (5) years in middle/senior management level experience in pensions administration/management environment. Computer literacy which includes a good working knowledge of Microsoft Office products, especially MS Excel. Knowledge of GEPF fund rules. Knowledge of SA Pension Fund Legislation/industry related framework. Knowledge of Public Service Legislation and regulations (Public Service Act, PFMA). Knowledge of Standard Operating Procedures. Knowledge of Budgeting. Knowledge of Project Management. Knowledge of Research. Knowledge of Reporting procedure. Knowledge of Financial Management. Knowledge of Pension administration system. Communications skills (written and verbal). Problem solving of complex issues skills. Reporting and Financial auditing skills. Planning and organizing skills. Data analysis skills. Conflict management skills. Customer focus. Accessible. Foster high performance culture. Professionalism. Quality oriented. Attention to detail. Honesty and integrity. Interpersonal relations. Conflict resolution. Creativity

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the Contributions Management unit's strategy: Monitor the implementation of the operational plan for the Business Unit to support the achievement of GPAA's strategic objectives. Manage, monitor, and review the Business Unit policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Business Unit. Conduct benchmark on new developments in practices to improve the effectiveness and efficiency of the business unit. Manage the provision of best practice regarding Business Unit's functions to all stakeholders. Engage in strategic relationships with relevant stakeholders to serve the interests of the organization. Monitor compliance with relevant legislations. Analyze service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/ stakeholders. Manage the mitigation of identified risks. Monitor compliance with statutory deadlines for payments of and reconciliation of contributions. Ensure compliance with relevant fund rules legislation. Analyze service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Manage and coordinate the daily operational activities of the business unit to ensure that it functions effectively and efficiently. Management of query resolutions related to contribution discrepancies and other business unit functions. Liaison with member employers and Auditors Active participation and Liaison with the GEPF Benefit Liaison Committee in respect to benefit administration and rule changes. Manage processing and reconciliation of Contributions: Manage sourcing and validation of payroll datasets for electronic contributions and payroll schedules for manual contributing employers. Manage process to raise contributions through the FinRecon and Billing run. Manage the enrolment of new members and the collection of contributions. Manage updating of contributing member salary banking details for 2 pot savings withdrawals. Facilitate accuracy of /and updating of contributions and pensionable salary information. Manage allocation of contribution received monthly to relevant employer and other debtor accounts. Ensure monthly reconciliations and relevant corrections of general ledger accounts. Ensure calculation of interests for none and late payment of contribution. Confirm pensionable salaries upon exit where contribution warnings are raised. Admit new participating employers to the GEPF and where required obtain approval from the GEPF Board of Trustees to approve employer's participating employers to the Fund. Manage purchase of service: Ensure accurate POS contributions installments are received monthly Ensure accurate calculation of interest for none and late payment. Ensure monthly reconciliations of relevant accounts and clearance of suspense accounts. Confirm POS debt upon exit. Manage additional liabilities claims: Manage additional liabilities ensure that data is extracted for the actuaries on a monthly basis to calculate liabilities owing. Bill liability owing to employers. Receive, manage and reconcile

additional liability payments against debts owing. Raise late payment interest on additional liabilities owing. Manage all the resources in the Directorate: Ensure the development and management of staff within Directorate. Implement and maintain a relevant management approach to support effective business results with the Directorate. 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 Directorate.

**ENQUIRIES** : Mapule Mahlangu on Tel No: 012 399 2639  
**APPLICATION** : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to [Recruit2@gpaa.gov.za](mailto:Recruit2@gpaa.gov.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 manage the administration of contributions management function within the GPAA. One permanent position of Director: Contributions Management is currently available at the Contributions Management Section of the GPAA.

#### OTHER POSTS

**POST 12/49** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT – CONTRACT MANAGEMENT REF NO: DD/SCM CON/2026/04-1P**  
 Permanent

**SALARY** : R896 436.per annum (all –inclusive package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A recognized National Diploma / Degree in Supply Chain Management/Logistics and Purchasing Management or equivalent (at least 360 credits), with minimum of 5- 6 years' experience in Supply Chain Management and or Finance Management of which 3 years should be an Assistant Director/Management role. Knowledge of Supply Chain Management in government. Knowledge of Logistics Management. Knowledge of the PFMA and PPPFA, Treasury Regulations. Knowledge of Preferential Procurement Regulations 2022. Knowledge of White paper on transformation of public service. Knowledge of Batho Pele Principles. Knowledge of Labour relations and Collective bargaining systems. Knowledge of Public Service transformation and management issues. Knowledge of Public Service regulations and relevant prescripts. Knowledge of departmental Policies and Procedures. Knowledge of Public service Act. Knowledge of Minimum Information Security Standards. Financial Management/Accounting skills. Analytical skills. Problem solving skills. Verbal and written communication skills. Computer literacy (MS Word, Excel, PowerPoint) skills. Budgeting and Financial Management skills. Planning and organizing skills. Project Management skills. Decision making. Diversity management. People management. Report writing. Result oriented. Interpersonal relationships. Customer focus and Responsiveness. Impact and influence. Initiative taking. Team leadership. Developing others. Managing Interpersonal conflict, Networking and building bonds, Quality Control of Work.

**DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage Contract Management Services with GPAA: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage the coordination, review and monitoring of contract compliance: Determine whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and the right price according to the contract in consultation with contract owners. Assist End Users with timeous development of specification reference for the sourcing of quotations and bids. Provide administrative support to Business Units on contracts with service providers and ensure compliance with the PFMA (Public Finance Management Act).

Provide support with regards to development, implementation and maintenance of procurement policies and frameworks: Provide support regarding the development of supply chain management policies and strategies. Ensure that policies are in line with the organization's strategic objectives, Treasury Regulations and the Government BBBEE frameworks. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management Unit. Design, implement and maintain effective procurement control; systems to ensure compliance to policy and procedures on a continuous basis. Communicate changes to policy, procedures and work processes to staff in the business unit and train/coach staff where required. Manage and development of Staff: Set, agree and monitor performance of direct reports, ensure alignment with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor outputs that achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Manage the budget of the unit and monitor expenditure patterns as per the prescripts

**ENQUIRIES APPLICATION**

: Mapule Mahlangu on Tel No: (012) 399 2639  
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to [Recruit2@gpaa.gov.za](mailto:Recruit2@gpaa.gov.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 develop, review, and implement a contract administration service within the GPAA. One position of Deputy Director: Supply Chain Management: Contract Management is currently available at Supply Chain Management Unit in the GPAA. This position will be filled as a permanent position.

**POS 12/50**

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/2026/04-1P**  
 Permanent

**SALARY CENTRE REQUIREMENTS**

: R896 436.per annum (all –inclusive package)  
 : Pretoria Head Office  
 : A recognized National Diploma / Degree in Supply Chain Management/Logistics/Purchasing Management or equivalent (at least 360 credits), with a minimum of 5-6 years' experience in Supply Chain Management and or Finance Management environment of which 3 years in an Assistant Director/Management role. Knowledge of Supply Chain Management in government. Knowledge of Logistics Management. Knowledge of the PFMA, PPPFA, Treasury regulations and guidelines. Knowledge of Preferential Procurement Regulations 2022. Knowledge of Medium-Term Strategic Framework. Knowledge of White paper on transformation of public service. Knowledge of Board Based Black Economic Empowerment Act. Knowledge of Labour relations and collective bargaining systems. Knowledge of Public Service Transformation and management issues. Knowledge of Public Service Regulations and relevant prescripts. Knowledge of GPAA policies and procedures. Knowledge of Public Service Act. Knowledge of Economic Reporting framework. Financial Management/ Accounting skills. Analytical skills. Problem solving skills. Verbal and written communication skills. Computer literate (Ms Word, Excel, PowerPoint). Budgeting and Financial management skills. Planning and organizing skills. Project Management skills. Decision making skills. Diversity Management skills. People -Management skills. Report writing skills. Result oriented. Interpersonal Relationships. Customer focus and responsiveness. Impact and Influence. Initiative-taking. Team Leadership. Developing others. Managing Interpersonal conflict. Networking and building bonds. Integrity

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide support with regards to development, implementation and maintenance of SCM policies and frameworks: Provide support regarding the development of supply chain management policies and strategies. Ensure that policies are in line with the organization's strategic objectives, Treasury Regulations and the Government BBBEEE frameworks. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management unit. Design, implement and maintain effective procurement control systems to ensure compliance to policy

and procedures on a continuous basis. Communicate changes to policy, procedures and work processes to staff in the business unit and train/coach staff where required. Manage tender and procurement process: Drive the implementation of the Procurement Plan. Source tender specifications from components and units and publish tenders. Oversee the compilation of tender documents. Oversee allocation of tender numbers, advert dates and closing dates. Oversee placing of publishing for tenders on e-Tender and other media when applicable. Manage the administration of all processes related to the monitoring of tender documents. Oversee all tender documents received for preparation and presentation to Bid Adjudication Committee. Oversee bid registers. Compile corporate demand plan informed by end users. Communicate with all cost centre managers with regards to their procurement plans. Consolidate all procurement plans for the GPAA. Assist the Bid Specification Committee with compilation of the terms of reference and/or specifications. Oversee the scheduling of the advertisement for close and open of tenders. Oversee the publishing tenders. Conduct industry analysis for specific products and devise a sourcing strategy. Conduct marketing and industrial analysis for specialized sourcing requests. Analyse repetitive sourcing requests and determine consolidative solutions. Manage all resources of the unit: Set, agree and monitor performance of direct reports, ensure alignment with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor outputs that achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Manage the budget of the unit and monitor expenditure patterns as per the prescripts

**ENQUIRIES APPLICATION**

: Mapule Mahlangu on Tel No: (012) 399 2639  
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to [Recruit2@gpaa.gov.za](mailto:Recruit2@gpaa.gov.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 develop, implement, maintain and manage the supply chain management system of goods and services within the GPAA. One position of Deputy Director: Supply Chain Management is currently available at Supply Chain Management Unit in the GPAA. This position will be filled as a permanent position.

**POST 12/51**

: **ASSISTANT DIRECTOR: RECRUITMENT REF NO: ASD/REC/2026/04-1P**  
 Permanent

**SALARY CENTRE REQUIREMENTS**

: R468 459 per annum  
 : Pretoria Head Office  
 : An appropriate Degree/National Diploma (at least 360 credits) in Human Resource Management/ Industrial & Organisational Psychology/ Social Sciences/ Public Administration (with at least 360 credits, NQF 6) Three (3) to Five (5) Recruitment experience of which 2 years is junior management experience. Computer Literacy that would include a good working knowledge of MS Office. Knowledge of DPSA Regulations. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Knowledge of Recruitment, Selection & Placement Policy. Knowledge of conducting Interviews. Knowledge of other Public Service Prescripts and Legislations. Knowledge of Public Service Regulations. Knowledge of working with Recruitment Agencies. Human Resource Policy and Procedures. Knowledge of Screening of CV's. Knowledge and understanding of Batho Pele Principles. Knowledge of Data Management. Analytical skills. Project management skills. Problem solving skills. Organizing skills. Supervisory and Leadership skills. Advisory skills. Interpersonal relations. Conflict management. Report writing. Customer Oriented. Ability to communicate at all levels. Good interpersonal relationships. Building and maintaining collaborative and strong relationships. Working in a team. Adhering to business ethics. Out of the box thinker. Attention to detail. Adhering to business ethics. Long attention span. Ability to prioritize urgent and confidential matters. Ability to work under pressure. Deadline driven.

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which include but not limited to the following Manage all aspects of the Recruitment, which includes the following: Manage the process of advertising positions. Manage

allocation of work to agencies for response handling or full service. Ensure that shortlisting is done according to inherent requirements of position. Obtain approval for shortlisted candidates and selection panel. Oversee compilation of technical questions to ensure a competency-based interview. Oversee and manage the conducting of fair and procedurally correct interviews. Oversee and manage the process of verification of personal information prior to appointment. Oversee and manage the drafting of submissions for approval for appointment or edit the submissions drafted by subordinates/Agencies. Oversee assessments of candidates – whether technical or prescribed DPSA assessments. Oversee all account related matters to external service providers including issuing of Purchasing Orders and following SCM prescripts. Provide statistics, reports, and any relevant recruitment information as requested. Implement and maintain HR policies and procedures pertaining to recruitment. Ensure adherence to the GPAA's processes, policies, and procedures. Ensure adherence to GPAA's Recruitment and Selection Policy. Ensure adherence to Labour Law, EE, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations and DPSA Regulations. Identify best practices, latest developments, and trends. Render technical advice regarding relevant recruitment and selection policy and procedure. Provide advice, solutions, and guidance. Render guidance and advice to line managers on recruitment policies, selection requirements and suitability of candidates in the recruitment and selection process, procedures and best practices. Manage and Development of Staff. Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.

**ENQUIRIES**  
**APPLICATION**

- : Felicia Mahlaba on Tel No: (012) 319 1455
- : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to [Recruit1@gpaa.gov.za](mailto:Recruit1@gpaa.gov.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 role is to coordinate the end-to-end recruitment, selection, and appointment processes in GPAA. A permanent position of Assistant Director: Recruitment is currently available at the Government Pensions Administration Agency (GPAA): Human Resource Administration Unit.