

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.gpaa.gov.za/>
 : 03 July 2026 at 12:00 pm (Midday) No late applications will be considered.
 : Take note of the disclaimer mentioned on each advert. Effective from 19 June 2026, the GPAA now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept e-Recruitment online applications. The applicant's profile on the e Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however 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. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the GPAA does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions, certain candidates may be required to undergo additional Psychometric Assessments. 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 in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the GPAA processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the GPAA within 6 months of the closing date, please regard your application as unsuccessful. The candidate must take note: 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. Note: The GPAA reserves the right not to fill the below-mentioned posts, withdraw or to put on-hold a position and/or to re-advertise a post. The GPAA is compliant with the requirements of POPIA.

OTHER POSTS

- POST 21/78** : **DEPUTY DIRECTOR: GAUTENG PROVINCIAL OFFICE REF NO: DD-PROV/GAU/2026/06-1P**
Client Relationship Management
Permanent
The purpose of the role is: to ensure effective and efficient pension service delivery in line with GPAA strategy in the GPAA strategy within the province.
- SALARY CENTRE REQUIREMENTS** : R1 101 468 per annum (Level 12), (all -inclusive)
: Pretoria
: A relevant three-year bachelor's degree/B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management with three (3) years in management or middle management experience. Knowledge of GEPF Services and products. Knowledge of GEPF systems and service delivery applications. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province/Region. Customer Service Management. Stakeholder Management. Problem-solving skills. Written and verbal Communication. Organisational skills. Conflict Resolution. Proficiency in MS Office Suite. Presentation skills. Reporting skills. Financial Acumen. Communication & Interpersonal Skills. Customer-oriented. Outgoing personality. Ability to communicate at all levels. Ability to build strong network relationships. Assertive & Decisive. Ability to work in a team. Results-Driven & Proactive. Ethical & Dependable.
- DUTIES** : The successful candidate will be responsible for the management of customer relationship in the: Region, which inter alia include but is not limited to: Manage effective operations within the Provincial Office. Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensuring continuously updated and relevant SOPs for unit/s under management. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures, reviewing adherence on an ongoing basis. Submit all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays in service delivery at all service delivery touch points/channels. Manage the escalation for delays in the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Adherence to schedules for mobile and CLO activities. Inform the Communications unit on marketing and branding needs. Ensure effective risk and compliance management within the Gauteng Provincial Office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risks according to the required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption-free environment and report any breaches you become aware of immediately. Ensure office-based auditing and quality control of processes and procedures, together with the implementation of proper controls in alignment to Walk-in Centre's SOP. Monitor and control compliance to audit risk findings and action plans. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Report and discuss all associated risks, incidents and seek guidance from Management (GPAA 16.2). Establish and manage relationships with all relevant stakeholders/Clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external

units/stakeholders/clients/service providers to enhance service delivery in line with GPAA strategic objectives. Ensure that there are effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution; ensure monitoring of resolution and reporting in place. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels in collaboration with Facilities unit. Ensure successful business transformation within Gauteng Provincial Office. Function as a change champion for transformation and communication, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives in alignment to SOP. Provide input to the Strategic management of the Section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Manage all resources of the Unit. Set agree, and monitor performance of direct reports, check that it is aligned 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 that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES

: Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 21/79

: **DEPUTY DIRECTOR: EGLS PROVINCIAL OFFICE REF NO: DD-EGLS/PROV/2026/06-1P**

Client Relationship Management
Permanent

The purpose of the role is: to ensure effective and efficient pension service delivery in line with GPAA strategy in the GPAA strategy within the province.

SALARY CENTRE REQUIREMENTS

: R1 101 468 per annum (Level 12), (all -inclusive)
: Pretoria
: A relevant three-year Bachelor's Degree/B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management with three (3) years in management or middle management experience. Knowledge of GEPF Services and products. Knowledge of GEPF systems and service delivery applications. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province/Region. Customer Service Management. Stakeholder Management. Problem-solving skills. Written and verbal Communication. Organisational skills. Conflict Resolution. Proficiency in MS Office Suite. Presentation skills. Reporting skills. Financial Acumen. Communication & Interpersonal Skills. Customer-oriented. Outgoing personality. Ability to communicate at all levels. Ability to build strong network relationships. Assertive & Decisive. Ability to work in a team. Results-Driven & Proactive. Ethical & Dependable.

DUTIES

: The successful candidate will be responsible for the management of customer relationship in the: Region, which inter alia include but is not limited to: Manage effective operations within the Provincial Office. Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure

accuracy and efficiency in operations execution. Ensuring continuously updated and relevant SOPs for unit/s under management. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures, reviewing adherence on an ongoing basis. Submit all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays in service delivery at all service delivery touch points/channels. Manage the escalation for delays in the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Adherence to schedules for mobile and CLO activities. Inform the Communications unit on marketing and branding needs. Ensure effective risk and compliance management within the Gauteng Provincial Office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches you become aware of immediately. Ensure office-based auditing and quality control of processes and procedures, together with the implementation of proper controls in alignment to Walk-in Centre's SOP. Monitor and control compliance to audit risk findings and action plans. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Report and discuss all associated risks, incidents and seek guidance from Management (GPAA 16.2). Establish and manage relationships with all relevant stakeholders/Clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external units / stakeholders / clients / service providers to enhance service delivery in line with GPAA strategic objectives. Ensure that there are effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution; ensure monitoring of resolution and reporting in place. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels in collaboration with Facilities unit. Ensure successful business transformation within Gauteng Provincial Office. Function as a change champion for transformation and communication, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives in alignment to SOP. Provide input to the Strategic management of the Section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Manage all resources of the Unit. Set agree, and monitor performance of direct reports, check that it is aligned 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 that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za
- POST 21/80** : **DEPUTY DIRECTOR: CALL CENTRE REF NO: DD - CC/2026/06-1P**
Client Relationship Management
Permanent
The purpose of the role is: to manage inbound and outbound Call Centre functions to deliver services propositions which align with business and channel strategies.
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all -inclusive)
: Pretoria
: A relevant three-year bachelor's degree/National Diploma or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management with three (3) years in management or middle management experience. Knowledge of Service centered services. Knowledge of Call Centre performance management. Knowledge of Financial planning and budget management. Knowledge of Business processes management. Knowledge of Client Relationship management. Knowledge of change management. Operational excellence. Leadership skills. Call centre operations management skills. Interpersonal skills. Business analysis skills. Communication skills. Organizational skills. Decision making and judgement skills. Planning and managing resources skills. Problem analysis and solving skills. Business leadership. Customer Oriented. People management. Communicate effectively at all levels. Work independently. Ability to work independently. Ability to delegate. Integrity, reliability and honesty.
- DUTIES** : The successful candidate will be responsible for the management of customer relationship in the: Region, which inter alia include but is not limited to: Manage the handling of incoming and outgoing calls: Monitor the application of appropriate actions to effectively control incoming and outgoing calls. Monitor the log-on time and agent's availability. Manage call queuing time and allocate call to available agent. Oversee and manage the performance report of the call systems and advise the supervisors and agents on areas that still need improvement. Manage random calls to improve quality, minimize errors and track operative performance. Manage proper openings and closing of calls according to call centre process documents. Oversee and manage all complicated queries referred to by supervisors. Monitor and manage resources for supervisors and agents to effectively provide solutions to clients. Manage the effective utilization of resources to achieve operational strategic goals. Develop and implement contact centre strategy. In conjunction with the Senior Manager, develop and implement GPAA contact centre strategy that meets organizational objectives and aligns with GPAA's overall strategy. Measure the effectiveness of call centre on an ongoing basis and make recommendations to review and amend the strategy appropriately. Report back to the senior manager and other key internal stakeholders at regular intervals to ensure that strategy is fit for purpose. Attend pensioner functions to share information. Monitor the implementation of the Call Centre policies and procedures. Monitor guidance in inbound and/or outbound calls to supervisors and agents with appropriate procedures aligned to the Fund policies and procedures. Monitor policies and procedures for areas of improvement and enhanced Customer Centre. Oversee and communicate changes in policies and procedures to the supervisors and staff. Ensure consistent compliance to GPAA policies and procedures, corporate governance and relevant legislation. Build, maintain and manage relationships and operational level agreements with other business units and ensure timeous response to queries forwarded to them. Manage and develop staff. Continually strives to up skill and motivate staff through effective leadership, mentoring, coaching and performance improvement and the creation and implementation per individual development plans. Identify development and succession planning requirements. Ensure appointment is in line with employment equity targets/strategy. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.
- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639

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- POST 21/81** : **DEPUTY DIRECTOR: TAXATION REF NO: DD-TAX/2026/06-1P**
Management Accounting
Permanent
The purpose of the role is: to manage the administration of manual, electronic tax processes and solution of related enquiries within GPAA.
- SALARY** : R932 292 per annum (Level 11), (all -inclusive)
CENTRE : Pretoria Head Office
REQUIREMENTS : A recognized three-year National Diploma/Degree or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the Finance environment with three (3) years in management or middle management experience. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of Income Tax Act and the interpretation thereof. Knowledge of the Pension Fund Act. Knowledge of the Retirement Fund. Knowledge of GEP Law. Knowledge of the PFMA. Knowledge of Debtors Policy. Good communication skills both written and verbal. Good Interpersonal skills. Good coaching skills Numeracy skills. Methodical skills. Integrity/Reliability and Honesty. Quality orientation. Team orientation. Service orientation. Good Leadership qualities.
- DUTIES** : The successful candidate will be responsible for Manage the administration of income tax reconciliation processes. Manage integration of data between different income tax related administration system. Consolidate income tax information on financial system for reconciliation purpose. Undertake effective general ledger reconciliation on taxation. Undertake effective reconciliation of IRP5 and compile the EMP501. Verify and compare actual amount payable to South African Revenue Service and amounts per system used. Ensure that the test plan is in place and implemented for both the Biannual and yearend reconciliation. Manage the effective resolution of income tax related enquiries. Monitor the reconciliation process on manually and electronically calculated income tax information. Ensure that all tax general ledger accounts are reconciled monthly. Ensure that garnishee orders reconciliation is done on a monthly basis. Oversee the implementation and maintenance of income Tax management policy and framework. Conduct research on latest developments, trends and practices on income Tax management processes and policies. Assist with the compilation and updating of guidelines on income tax administration. Cascade information to line managers with regards to tax related issues. Support the collation and presentation of reports on implications with regard to Income tax policy. Ensure that all SARS tax and GEPF changes are implemented on the system. Manage the administration of manual and electronic Income Tax processes Oversee the collation of all individual information with regards to income tax. Monitor the electronic and manual processing of income tax. Liaise and interact with stakeholders on electronic and manual calculation of Income tax. Ensure timeous resolution on audit queries. Manage the implementation and compliance of multiple incomes fixed tax rates on the System (as per Paragraph 2B of the Fourth Schedule to the Income Tax Act). Manage the administration of garnishee orders from SARS. Ensure instructions implemented as instructed by SARS. Ensure maintain of the IT88 and AA88 accounts after every daily and monthly payment runs. Ensure timeous collection of overpayments from SARS. Monitor timeous submission of reports after every payment run (daily & monthly). Monitor control measures over sundry payment and taxation. Ensure compliance with financial delegations, Treasury Regulations, PFMA, Income tax Act and Developmental Policies and GEP law. Report all unauthorized, irregular and wasteful expenditure to a higher authority. Ensure that supporting documents are authorized correctly before processing payments on the system. Monitor updates on Forensic and Fraud prevention Risk register. Ensure timeous payment to avoid interest and penalties. Manage all resources of the unit. Set, agree and monitor performance of direct reports, check that it is aligned 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 that output is achieved against business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and

		systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.
<u>ENQUIRIES</u>	:	Mapule Mahlangu Tel No: (012) 399 2639 Enquiries.erecruitment@gpaa.gov.za
<u>POST 21/82</u>	:	<u>DEPUTY DIRECTOR: IT RISK REF NO: DD-IT/RISK/2026/06-1P</u> Enterprise-Wide Risk Permanent The purpose of the role is: to provide specialist expertise in the identification, assessment and management of ICT related risks across GPAA.
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all -inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant three-year National Diploma/Degree or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the Finance environment with three (3) years in management or middle management experience. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of Risk Management Frameworks (COSO, ISO31000 and ISO22301). Knowledge of IT Management & Governance Frameworks (COBIT, PRINCE 2). Knowledge of IT Management and Governance Frameworks (COBIT, PRINCE2). Knowledge of King Code on Corporate Governance. Knowledge of Risk Management Software. Knowledge of Public Service Regulations & other Government prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Risk Management and Corporate Governance. Analytical skills. Business Ethics. Communication skills both written and verbal. Presentation skills. Planning and organizing skills. Project management skills. Problem-solving skills. Report writing skills. Assertive. Initiative taking analytical mindset. Approachable and innovative. Meticulous. Integrity and honesty. Ability to work under pressure. Ethical behaviour. Independence and initiative-taking. Resilience.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Provide risk management services to the ICT Chief Directorate. Provide risk training to the GPAA staff. Monitor compliance regarding risk-related matters. Co-facilitate risk awareness programmes with stakeholders. Implement risk awareness programme for the ICT Chief Directorate. Manage centralised risk management software. Provide advice regarding risk-related matters and emerging risks. Develop and implement risk action plans for business units to manage risks effectively. Liaise with external and internal auditors. Develop risk mitigation strategies to manage risk exposure. Provide support for the ICT Risk Champions. Monitor and evaluate the management and functioning of ICT operations. Monitor ICT security and standards with all stakeholders (SITA, Service Providers, etc.). Advice on ICT security requirements specifications. Monitor the maintenance of security breach records. Monitor ICT security compliance in all areas. Monitor disaster prevention and recovery processes and backup. Monitor compliance with all ICT procedures, standards, and policies on procurement of ICT equipment. Assess the reliability of existing ICT controls against the required standards. Monitor the ICT systems and controls to identify potential risks. Evaluate identified ICT risks and escalate where required. Communicate with all stakeholders on a regular basis regarding identified risks. Conduct regular ICT security systems audits. Keep abreast of changes in relevant guidelines and other legislation, to make recommendations regarding governance documents may need to be amended. Ensure maintenance of the risk management software, upgrades, engagement with the service provider and/or ICT stakeholders. Manage the implementation of risk methodologies, policies, processes, and framework within the ICT Chief Directorate. Monitor the implementation of the risk management plan and align with the GPAA's overall outcomes. Monitor the effectiveness of risk mitigation strategies on an ongoing basis and make recommendations to review and amend where required. Ensure that ICT risks are identified and assessed. Facilitate and monitor the implementation of the risk awareness and training plan. Comply with legislation and adjust strategies, plans and procedures accordingly. Identify gaps in policies and procedures and establish mechanisms to alleviate these. Report back to key internal stakeholders at regular intervals to ensure that strategy is fit for purpose. Exercise delegated countersigning authority on the loss control form. Monitor ICT compliance with risk control measures. Monitor patch management of systems, anti-virus and applications. Monitor the

upgrading of IT security anti-virus software. Monitor system logs for breaches of security and initiates remedial actions. Monitor the adherence of security standards by all stakeholders. Attend to ICT related committees and provide the required reports to the relevant structure/s. Track and monitor the ICT risk action plans, compliance with the SLAs and key risk and performance indicators. Oversee the training in the use of risk management tools and techniques. Manage the central risk programme. Provide risk assurance on business process. Provide guidelines for ICT to ensure that the Chief Directorate's strategy incorporates risk management principles. Proactively monitor and manage identified risks to minimise risk exposure. Ensure the undertaking of ICT risk assessments to determine the GPAA's risk exposure. Report on risk action plans monthly including for Modernisation. Report on key risk indicators and/or performance indicators as required.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639 or Shandukani Tshiuda Tel No: (012) 319 1102
Enquiries.erecruitment@gpaa.gov.za

POST 21/83 : **PROJECT MANAGER REF NO: PM/PMO/2026/06-X3P**
Project Management Office
Permanent
The purpose of the is to facilitate and manage project planning within GPAA.

SALARY : R932 292 per annum (Level 11), (all -inclusive)
CENTRE : Pretoria

REQUIREMENTS : A relevant three-year tertiary qualification (Degree/ National Diploma or equivalent 3-year qualification (at least 360 credits/NQF 6) Project Management / Business Process Management / Information Technology / Operational Management / Bachelor Science and Technology Innovation with relevant Project Management certificate coupled with 3-4 years' experience in Project Management in fields such as but not limited to Business Process Management / Operational Efficiency and Effectiveness / IT Infrastructure Management / System Development and System Testing experience, including 3 years in projects supervision or middle management. Computer literacy that would include a good working knowledge of Microsoft Office products.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage, monitor, evaluate project performance Proactively track project performance, checking delivery of milestones, deliverables, timelines, and project activities. Conduct quality assurance assessment on all key project deliverables. Prepare the project progress report for presentation to the Project Steering Committee and the Project Team Meeting. Prepare and manage the project issue log tracking register. Assess whether the objectives and benefits aligned with the approved business case. Manage the project scope change (budget, timeline, and plan) alteration against the PMO framework. Manage review of the system test grid and system quality assurance and user acceptance testing. Proactive management and tracking of system development work. Ensure project deliverable creation, review, approval, and distribution. Resolve complex issues and conflicts; escalate appropriately as required. Monitor project risk and implementation of mitigation strategies. Capture lessons learnt, including success and failure to improve future projects. Prepare the ICT Steering Committee report and present whenever required. Create the project performance metric with evidence-based performance. Create and retain project records register in accordance with the National Archives and Records services of South Africa. Manage implementation of the change management plan aiding adoption of new initiatives introduced in the GPAA environment. Provide the Project Sponsor and Owner with status report and issues prior to the project team or steering committee meetings. Critical capability to reprioritise project deliverables via agile or iterative project implementation or system development. Coordination of activities with the release management as well as the ICT change management committee. Prepare the project closeout report for project sponsor and owner review and approval. Prepare and formalise the project handover documentation to the respective business unit. Prepare and obtain approval to handover the GPAA system to the ICT Application team for support and maintenance. Conduct and develop the benefits realisation as per the prescribed template, comparing the project value and objective realisation. Participate in the GPAA project audits performed by Internal Audit and/ or Auditor General. Oversee project conceptualisation and

approval process: Provide advisory role to business during the business case development, informing alignment to the GPAA project evaluation criteria. Review and validate the merit of the business case against the GPAA strategy, customer and operational excellence and return on investment measures. Prepare and present the business case recommendation pack to the GPAA Project Board. Communicate the Project Board decisions to the Business Owner. Prepare the project governance committee or structures appointment letters for approval and issuing. Manage Project Kick-Off and Project Planning: Develop the stakeholder matrix project, outlining responsible, accountable, consulted and informed matrix view. Prepare and present the project scope definition outlining project milestones, deliverables, timelines, budgetary requirements and personnel resources. Prepare a Gantt chart, Microsoft planner of agile sprint for progress tracking. Define the project risk, risk mitigation and contingency plan in accordance with the GPAA enterprise risk management framework and governance. Define the project change management and communication plan in consultation and engagement with the change management and communication business units. Define the training management plan. Oversee the business requirement specification and solution design process. Oversee the system test grid development and dissemination process. Prepare and obtain approval of the project charter. Compile reports and action project findings: Review Closed out project reports and prepare review notes. Record outstanding project issues in a closed-out report. Ensure that outstanding project issues are resolved after closing out. Conduct quality assurance reviews across project teams to ensure that all work conducted is up to established project management standards. Formulate compliance reports recommendations to management to raise awareness of project risks and breakdowns in the internal control environment. Compile accurate, concise reports as requested meeting agreed deadlines. Provide governance oversight of project management, ensuring it is within expressed risk tolerances aligned to strategic, business, and financial objectives. Track all project activities against the plan, providing regular and accurate reports to stakeholders as appropriate and managing stakeholder expectations. Stakeholder management and communication: Central access point to key project documents, presentations, and assessments. Develops and implements plans for use of collaborative team communication solutions. Serves as a central point of contact between GPAA and various internal and external stakeholders. Represent the GPAA within various PMO forums and participate in reviews and presentations to management. Collaborate directly with key stakeholders to Analyse requests and constructively provide feedback that meets requirements while leveraging core competencies. Understand the technical aspects of corporate stakeholder relations and best practices. Report and identify areas that need guidance to resolve moderately simple stakeholder relations issues. Function as the first point of contact, for all stakeholder relations enquiries. Build and maintain key relationships with stakeholders, to ensure establishment of a culture of engagement while creating and adding value. Networking across the different government departments with key stakeholders to stay abreast of latest stakeholder trends. Strategic Management and Policy: Provide input to management of the section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast of changes in relevant guidelines and other legislation, to make recommendations about where policies and procedures need to be amended. Manage all resources of the unit: Set, agree, and monitor performance of direct reports, check that it is aligned 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 that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES

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Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

<u>POST 21/84</u>	:	<p><u>DEPUTY DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DD/M&GSP/2026/06-1C</u></p> <p>Finance 12 months Contract</p> <p>The purpose of the role is to manage and facilitate the provision of internal control compliance, and financial governance services, ensuring effective oversight, risk mitigation, and support for clean audit outcomes.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R932 292 per annum (Level 11), (all -inclusive)</p> <p>Pretoria</p> <p>A Bachelor's Degree (NQF level 7) in Financial Management, Auditing / Accounting or equivalent. Postgraduate qualification is advantageous. Professional certification (e.g. CA(SA), CIA, CISA) is preferred with minimum 5-6 years of experience in internal control, auditing, or financial governance environment with 3 years of supervisory role or relevant middle management experience. Knowledge of PFMA, Treasury Regulations. Knowledge of the Pension Fund Act. GRAP standards. Knowledge of the GEP LAW. Knowledge of public sector governance frameworks. Excellent Communication (Written & Verbal). Interpersonal Skills. Ability to do Research and Analyse documents and give solutions. Numeracy. Methodical Skills. Computer Skills. Integrity/ Reliability / Honesty. Quality Orientation. Team Orientation. Service Orientation. Good Leadership qualities.</p>
<u>DUTIES</u>	:	<p>The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage and perform pre-audit and financial control operations. Exercise control on the effective implementation of procurement policies, processes and procedures. Develop and implement the GPAA Internal Control Strategy. Provide strategic advice to the CFO and Executive Management on governance, compliance, and audit readiness Report on project progress and performance against approved plans. Ensure and monitor compliance with financial prescripts, Treasury Regulations, and legislative framework. Develop, implement and monitor internal control procedure manuals. Monitor policy implementation and put in place internal control measures to manage risks. Evaluate and communicate internal control weaknesses timely to those parties responsible for corrective action. Compile appropriate responses and action plans regarding internal and external audit findings. Report and compile the register of irregular, unauthorised, fruitless & wasteful expenditure. Provide input on the preparation of interim and annual financial statements. Manage finance record services. Manage filing of payment vouchers/documents in the finance registry. Provide support to the finance registry officials. Provide a well-structured records classification system. Ensure safe keeping of financial records. Ensure compliance with all applicable legislation and regulation on finance records. Ensure compliance with PFMA, Treasury Regulations, and GRAP standards. Oversee management and reporting of irregular, fruitless and wasteful expenditure (IFWE). Strengthen financial control systems to reduce risk exposure. Support achievement of clean audit outcomes. Facilitation of the risk and audit process. Ensure accessibility of financial records for audit purposes. Assist in the compilation and monitoring of the Audit Intervention Plan. Consolidate progress report on the Audit Intervention Plan. Conduct risk assessment for the Chief Directorate: Financial Management. Assist with the development and maintained of the risk register and action plan. Manage all resources of the unit. Set, monitor, and evaluate performance of direct reports in alignment with unit objectives. Allocate work based on staff workload, expertise, and developmental needs. Identify and implement staff development and succession planning initiatives. Ensure compliance with employment equity requirement. Monitor outputs against business requirements and facilitate staff productivity. Implement motivational and reward mechanisms to support high performance. Facilitate effective departmental communication through appropriate structures and systems. Manage unit budget and monitor expenditure in line with prescripts.</p>
<u>ENQUIRIES</u>	:	<p>Sanele Ngema Tel No: (012) 319 3501 for more information and application enquiries. Enquiries.erecruitment@gpaa.gov.za</p>

<u>POST 21/85</u>	:	<p><u>ASSISTANT DIRECTOR: PAYROLL REF NO: ASD//PAY/2026/06-1P</u> Financial Accounting Permanent The purpose of the job is: The main purpose of this position is to manage and implement comprehensive payroll service to all GPAA employees and Stakeholders.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R487 197 per annum (Level 09) Pretoria A relevant three (3) year National Diploma/Degree in Finance 3-5 years relevant experience including 2 years Supervisory experience. 5 years relevant experience in Payroll/Salary Administration. Knowledge of Public Finance and Management Act. Knowledge of Governance Employee Pension Act, Rules, and Legislations. Knowledge of Financial Accounting. Knowledge of General ledger Bookkeeping. Knowledge of Computer Literacy. Analytical thinking. Customer relations. Problem solving. Communication skills. Ability to work under pressure. Ability to work accurately and independently. Honestly/Integrity. Hard working. Attention to detail.</p>
<u>DUTIES</u>	:	<p>The incumbent will be responsible for a wide variety of tasks: Manage the process of PAYE (Pay as you earn). Authorize Accumulations on manual payments on the relevant tax year IRP5. Authorize the transaction to balance the IRP5 by ensuring that SITE PAYE and total PAYE and total PAYE balance. Verify the start and end date on the IRP5 exception report. Review of the Recalculation of the IRP5 on the finalization of termination of service. Authorize the Refund or recovery of PAYE. Ensure that all SARS requirements are adhered to. Approve MEMO for manual SARS payments. Ensure correct Payments Reference Numbers (PRN) are used on payment. Reconcile and submit monthly EMP201. Correct all errors on IRP5 reconciliation report. Create CSV file on PERSAL and import into Easy life. Reconcile bi-annual and yearly (EMP501) submission and submit via Easy file. Manage the processing of Employer contributions Third Party, debtors and Departmental deductions. Ensure correct payment of medical aid and authorize on safety web. Authorize payment of garnishee and maintenance orders. Authorize balances on garnishee, administration and maintenance orders. Ensure correct employer and member contribution on GEPF and authorize payment on safety web. Ensure new membership on trade unions and medical aid are implemented before PERSAL closing date. Authorize transactions on the system. Authorize the Termination of deductions on the system. Review Calculations and deductions of overpayments, debt, interest and post batch. Ensure that acknowledgment of debt is within departmental policy and legislation. Review debt and post batch on financial system. Review the progress on Follow-ups and recovery of debt. Review the Calculation and post interest batch. Check and post invoices, receipts, adjustment and credit/debits notes on the system. Review the Prepared documents for summons to legal section. Recommend write off of irrecoverable and uneconomical debt. Monitor the Tracking and tracing of debtors. Monitor progress on status of debt. Post batch to create statement, receipts and invoices on the system. Review age analysis report for year-end financial reporting on in-service, out of service and third party. Authorize, third party payments, manual payments, manual SMS and MMS arrears. Verify supporting documentation. Authorize payment amount per allowance. Authorize transaction on PERSAL in line with SOPs. Legislation, policies, official rates and salary notches. Authorize payments and approve MEMO for payments on the financial system. Authorize arrears according to allowances deductions and contributions. Manager General query resolution on Payroll. Provide response to audit queries and requests. Ensure that payroll controls are adhered to. Provide accurate monthly reporting on payroll expenditure. Provide monthly reporting on variances accounted for. Compile and provide estimates for monthly projected expenditure. Report quarterly on payroll matters to STATS SA. Ensure Report yearly on payroll matters on human resource information annual report. Print reports for National Treasury claim and prepare summarized payroll expenditure. Provide PERSAL reports to budget section. Provide PERSAL payment report to GEPF for the board of trustees. Monitor the termination of service on Payroll transactions. Review the calculations of leave credits, gratuities and authorize accumulation. Review calculation of leave without pay leave taken in excess and authorize accumulations. Review pro-rata service bonus and salaries and authorize accumulations. Review the recalls salaries via the Reserve bank and ensure</p>

reversal of salaries. Review Calculations of final payments according to exit type and approve payment on the system and sign off on termination File. Review the Calculations of total debt is recorded on financial system. Manage and develop staff. Manage the Performance of the unit which involves coaching, monitoring, and take corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into directorate's overall work plan.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639 or Shandukani Tshiuda Tel No: (012) 319 1102
Enquiries.erecruitment@gpaa.gov.za

POST 21/86 : **ASSISTANT DIRECTOR: RISK REF NO: ASD/RISK/2026/06-1P**
Enterprise Wide Risk
Permanent
The purpose of the job is: The purpose of the job is to assist ensure effective and efficient control and monitoring of all risk management activities within GPAA.

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 09)
: Pretoria
: A relevant three (3) year National Diploma/Degree in Risk management or equivalent qualification (with at least 360 credits) with 3-5 years relevant experience in Enterprise Risk/relevant including 2 years Supervisory/Junior management experience. 5 years Enterprise Risk/relevant experience. Computer literacy which includes a working knowledge of Ms Office Products. Knowledge of Risk Management Processes (COSO, ISO 31000). Knowledge of Barn owl system. Knowledge of prescribed regulations and policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations and other Government prescripts. Knowledge of Governance (King IV). Analytical skills. Communication skills (verbal and written). Planning and organizing skills. Problem solving skills. Interpersonal skills (ability to work with all levels of Management across Business Units). Team player. Approachable and innovative. Assertive. Proactive.

DUTIES : The person will be responsible for: Implementation of risk analysis and monitoring. Identify and assess risks. Assist in providing recommendations for the risk management action plan. Implement risk awareness plan. Assist in reviewing risk strategies to be in line with GPAA objectives. Maintain and compile risk register. Conduct risk awareness campaigns. Verify management action plans and make follow ups on the outstanding management action plans. Identify gaps on policies, procedures and legislations and establish mechanisms to alleviate them. Monitor tin effectiveness of the Risk committee and risk champions within the GPAA. Implementation of risk compliance. Update the operational risk control matrix on quarterly basis. Compile risk compliance reports on quarterly basis. Compile enterprise risk scorecard report. Implement enterprise risk scorecard. Undertake risk assessments to determine the GPAA's current risk exposure. Conduct training/risk awareness of employees in the use of risk management tools and techniques. Provide risk assurance on business process. Ensure compliance on risk policy charter. Ensure each business' strategy incorporates risk management principles. Monitor the central risk programme (Barn owl). Facilitate training on risk awareness to employees in the use of risk management tools and techniques. Provide risk management services to GPAA. Assist in provision of Risk awareness programmes with stakeholders. Provide advice with regard to risk related matters. Implement action plans for business units to manage operational risk effectively. Liaise with external and internal auditors. Implement risk mitigation factors to manage risk exposure. Provide administrative support to the Strategic and Operational Risk Management (Risk Committee) committees. Prepare and circulate risk committee packs. Compile minutes for operational Risk Management Committee. Make necessary arrangements for Risk team members, Strategic and Operational Risk Management meetings. Assist in the drafting of the reports to be submitted to internal and external stakeholders. Provide report risk rating on a monthly basis.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639 or Shandukani Tshiuda Tel No: (012) 319 1102
Enquiries.erecruitment@gpaa.gov.za

POST 21/87 : **ASSISTANT DIRECTOR: PUBLICATIONS REF NO: ASD/PUB/2026/06-1P**
Communications
Permanent
The purpose of the role is to render effective and efficient external communication support services to the GPAA, the GEPF and National Treasury.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year tertiary qualification (Degree / National Diploma or equivalent 3-year qualification at least 360 credits/NQF 6) coupled with 3-5 years' experience in Communications / Editing / Publications environment. With Two years supervisory or junior management experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Official Language Act. Knowledge of Editing. Knowledge of Public Service prescripts and legislation. Knowledge of Translate Practice. Analytical skills. Computer literacy. Customer relations skills. Good communication skills. Problem solving skills. Leadership skills. Organizing and coordination skills. Facilitation skills. Language skills. Customer Orientation. Ability to communicate at all levels. Outgoing personality. Ability to build strong network relationships. Work in a team.

DUTIES : The incumbent will be responsible for the following functions and include , but not limited to the following : Render writing, editing and translation services : Edit all external correspondence, including invitations, press releases, statements, responses/rebuttals, articles, comments, etc Monitor the content of all publications to achieve uniformity of GPAA and GEPF brand image and to screen for confidential or sensitive information. Translate all documents for external publication (as required). Provide external communication services: Source information, write articles and develop story plans for all internal publications. Provide strategic publications, content support and guidance. Edit and translate content for both internal and external publications. Implement and maintain communication strategy: Provide input into and implement approved branding, publication and content, and communication plans, reporting back on effectiveness. Develop and implement the publications and content guidelines and plan of the GPAA, GEPF and National Treasury.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 21/88 : **ASSISTANT DIRECTOR: BRANDING AND EVENTS REF NO: ASD/B&E/2025/10-1P**
Communication
Permanent
The purpose of the role is: To develop and coordinate events and branding activities to enhance the organisation's brand visibility and engagements.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (N Dip/B Degree/B Tech) (at least 360 credits) in Marketing / Communication / Public Relations / Event Management/ Brand Management or relevant qualification coupled with three 3-5 years' experience in Communication and/or Branding and Events environment. With Two years supervisory or junior management experience. Knowledge of Possess good understanding and knowledge of the role of communications, Brand management and publicity in organizations. Knowledge of Facilitate projects with event management and branding agencies. Knowledge of Supervise the coordination of events from start to finish. Knowledge of Conceptualise campaigns. Knowledge of Budget. Knowledge of Management of Human Resources. Strong events management skills. Project Management skills. Supervisory skills. Interpersonal skills. Negotiation skills. Organised and professional skills. Creative approach skills. Presentation skills. Ability to work without supervision skills. Analytical Skills. Communication skills. Enthusiasm. Organised. Independent. Team Player. Meticulous. Flexibility. Ability to build strong network relationships.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Organise events and Coordinate campaigns' publicity (outreach programme and special campaigns). Organise marketing events and activities for the GPAA, GEFP and National Treasury – Programme 2.1, ensuring consistent brand messaging. Supervise coordination of all logistical arrangements, i.e. catering requirements, venue options etc. Supervise all special marketing and branding activities. Coordinate promotional/marketing material for all events and campaigns. Coordinate plans to publicise educational nationwide roadshow. Coordinate plans to publicise visits of mobile offices nationwide. Corporate identity management and consistency. Develop marketing and advertising material in line with approved messaging and look and feel. Implement branding activities, achieving uniformity of messaging. Enforce correct implementation of the corporate identity (CI). Conduct brand audit. Develop and distribute checklist document. Provide guidance on branding and corporate identity. Plan and provide guidance for all internal and external exhibitions, events and campaigns. Liaise with key role players regarding requirements. Provide support and advise regarding planning and organising exhibitions and campaigns. Prepare and distribute annual exhibition calendar. Develop and implement campaigns / events concept documents. Manage promotional items. Oversee production and procurement of promotional items upon approval of the concept and quotations. Facilitate production of branding material (banners etc.) and marketing collateral (pamphlets etc.). Facilitate branding of the items and obtain approval. Manage promotional items stock holding, distribution / use and measure effectiveness of marketing initiatives. Management and development of staff. Manage the performance of the branding and events team members which involves coaching and monitoring. Develop performance standards and evaluate individuals. Monitor team's leave. Compile the work plans for the branding and events team including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES

: Sanele Ngema Tel No: (012) 319 3501 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

POST 21/89

: **ASSISTANT DIRECTOR: FLEET MANAGEMENT AND CO-ORDINATION**
REF NO: ASD/FMCO/2025/10-1P
Facilities Services
Permanent
The purpose of the role is: To manage fleet and travel in the organisation within GPAA.

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum (Level 09)
: Pretoria
: A relevant 3-year tertiary qualification (N Dip/B Degree/B Tech) (at least 360 credits) or relevant qualification coupled with three 3-5 years' experience in Fleet Management. With Two years supervisory or junior management experience. Knowledge of Transport policy Regulations. Knowledge of Staff Management. Knowledge of Administration and management principles and processes. Knowledge of Client relations management. Knowledge of Technical knowledge of building maintenance. Communication skills. Interpersonal skills. Project management skills. Strategic decisions making skills. Leadership skills. Delegation skills. Attention to details. Coaching, mentoring, and take corrective action. Initiative. Emotional intelligence. Integrity. Demonstrable commitment. Customer Service orientation. Structured approach.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Implement policies, plans and SOP for fleet management. Liaise with external stakeholders to track developments within the Public Transport environment and make recommendations to improve the effectiveness and efficiency of the GPAA Fleet Management function. Contribute to policy development, reviews and monitor implementation. Monitor and communicate internal policies and control measures for fleet management. Implement agreed risk management plans on issues related to Fleet Management. Provide guidelines at all times with regards to fleet management practices. Liaise with service providers in accordance with service level agreements. Liaise with the Department of transport (DOT), Gauteng Department of Road, Transport, Traffic and Licensing Department

and National Treasury. Facilitate the coordination and use of department vehicles. Measure the effectiveness of the GPAA fleet operations on an ongoing basis and make appropriate recommendations. Monitor that all drivers of the departmental vehicle comply with the Road traffic laws and regulations and operate the vehicle with care. Monitor that all passengers conveyed in the government vehicle are authorized to travel in the vehicle. Check that the logbook is properly completed at the beginning of and at the end of every journey. Ensure that the drivers of the vehicles have valid drivers' license and PDP where applicable. Check that the logbook, petrol or toll cards and vehicle keys are kept safe at all times. Validate all fuel, tolls and maintenance transactions to validate authenticity prior payment. Trace and present traffic fines to the applicable vehicle driver. Monitor that the driver reports motor vehicle accidents within prescribed time frames. Ensure that pre and post trip vehicles inspections are conducted. Report on usage of GPAA Fleet vehicles. Facilitate the continuous maintenance of the departmental fleet. Coordinates the servicing of vehicles in accordance with their maintenance schedule. Check that departmental vehicles are licensed and roadworthy at all times. Check that departmental vehicles are adequately insured at all times. Collaborate with Assets Management regarding the disposal of vehicles. Liaising with service providers who supply customized Fleet Management and maintenance services. Administration of subsidized motor scheme. Participate in the GPAA Transport Committee meetings. Facilitate the evaluation of all subsidised motor vehicle applications in accordance with applicable policy and procedure. Follow up to ensure that all vehicles are acquired through the approved RT contract. Verify the utilization of vehicles and ensure that all entries in log sheet are accurate and legible. Monitor that fuel and kilometer claims are submitted by the due date. Liaising with service providers who are appointed in accordance to RT Transversal Contracts. Management 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 team and individual. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile work plans for the section including the consolidation of operational plans into the directorate's overall work plan. Provide effective communication to staff. Identify skill gaps and required training interventions. Monitor the utilization of pool vehicle by MMS and SMS. Ensure that Managers who are allocated a motor vehicle allowance, have the vehicle or a substitute available for official trips at all times. Follow up to make sure that Managers provide free transportation to official passengers, to the same destination, on an official trip.

ENQUIRIES : Alletah Mashiane Tel No: (012) 319 1218 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

POST 21/90 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: ASD/PS/2025/10-1P**
Security Management
Permanent
To implement security measures and ensure the overall provision of security services within GPAA.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (N Dip/B Degree/B Tech) (at least 360 credits) or relevant qualification coupled with three 3-5 years' experience within physical field. With Two years supervisory or junior management experience. Knowledge of Conducting research. Knowledge of Investigations and security breaches. Knowledge of Understanding of electronic security systems. Knowledge of Policy formulation. Knowledge of Investigations awareness programme. Knowledge of Occupational Health and Safety Act. Knowledge of Fire regulations. Knowledge of National information Security Policy. Knowledge of Control information Security Policy. Knowledge of Security directives (NIA, SAPS, NPA). Computer Literacy skills. Communication skills. Effective report writing skills. Interpersonal skills. Conflict resolution and negotiations skills. Operating & auditing skills. Disaster & recovery skills. Analytical and innovative thinking skills. Problem solving and analysis skills. Good reporting skills. Understanding & managing security risks. Honesty and integrity. Non-aggressive cautious and disciplined. Assertive, precise. Able to work in teams

DUTIES

and independently. Co-operative, good communicator in various languages. Flexibility, well-spoken receptive to suggestions. Ability to communicate at all levels. Self-driven, ability to work under pressure. Interpersonal sensitivity.

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Ensure the implementation of physical security processes. Attend to physical security incidents and assess impact of incidents. Assist in investigations into security breaches and maintain incident-tracking database. Implement physical security risk assessments processes such as threat and risk assessments, appraisals and security audits. Analyse risk factors for new and existing facilities, identify physical security vulnerabilities and formulate remediation plans. Assist in the assessment of the impact of incidents and make recommendations. Manage the schedules for security personnel and track their attendance. Render required physical security services to related contractors/provinces and agencies. Review and report accidents that happened within the vicinity, inspect all areas for safety and fire hazard and file reports on safety precautions. liaise with law enforcement, security related and relevant external and internal organizations and authorities. Monitor all unauthorized vandalism and removal of property, review and report accident. Ensure all security related systems remain operational and taking appropriate action to quickly remedy. Provide the Physical Security Services. Ensure availability of duty rosters for 24 hour security in organization. Monitor security surveillance equipment that is properly installed. Respond to equipment failures and emergencies during off hours. Maintain security related systems, including the DVR system, alarm, and access control systems for all facilities. Ensure physical security at all facilities and contacting emergency services when appropriate. Provide physical security awareness and training programs. Assist with the physical security management reports on all projects and initiatives. Provide oversight and direction to security staff, including the scheduling of work assignments. Assists with lock and key requests and tracking. Ensure integration of all security related aspects with regards to personnel, documents, physical security, communications, computers and surveillance activities. Conduct security related tasks ensuring the safety of employees, patients, and members of the public. Implement physical security and vetting policies and procedures. Ensure both physical security and vetting policies. Provide employees with training on both security policies and procedures. Maintain compliance on security policies and procedures. Assist with guidance to the facilities management to develop, implement and maintain security policies, procedures, and processes, in accordance with best practice standards, frameworks and regulations. Keep abreast with new effective policies and procedures implemented in other departments. Maintain the total security function within GPAA. Support in the development and implementation of an effective Business Plan and budget for security to support the achievement of GPAA's strategic Objectives. Assist management regarding the security implications of executive decisions. Ensure vetting applications and security clearances. Ensure the screen of employees and the organization. Maintain records of security incidents. Ensure fire safety system are throughout GPAA offices. Ensure Occupational Health and Safety procedures. Assign daily work for security staff based on assessment of fitness for specific assignments. Implement the minimum information security standards (MISS), Minimum Physical security standards access of public premises and Vehicles act 53 of 1985. Management and development of staff. Manage the performance of the unit which involves coaching, mentoring and take 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 over work plan.

ENQUIRIES

: Alletah Mashiane Tel No: (012) 319 1218 for more information and application enquiries.
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<u>POST 21/91</u>	:	<p><u>ASSISTANT DIRECTOR: MANAGEMENT INFORMATION AND ANALYTICS</u> <u>REF NO: ASD/MIA/2026/06-1P</u> Management Information and Analytics Permanent The purpose of the role is to produce market intelligence and generate analytical reports.</p>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>A relevant Bachelor's degree or National Diploma in Information Management / Statistics / Economics / Mathematics (with at least 360 credits) Coupled with at least five (5) years Statistical experience in MIA environment of which two (2) years should be in a supervisory role or junior management. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Microsoft Office, Word, Excel & Access. Knowledge of Management Information procedures and systems. Knowledge of MIS Business Intelligence Oracle, SQL. Knowledge of Public Service Regulatory Framework. Knowledge of Statistical Analysis. Management of information and analytics terminology, concepts and practices. Knowledge of Pension Fund Legislation. Build GEPF, CIVPEN& Oracle Knowledge. Build economic information on the pension environment. Financial and Technical report writing skills. Problem solving techniques. People Management & empowerment. Presentation skills. Customer relationship management. Monitoring & Evaluation techniques. Project Management. Analytical thinking. Attention to detail Honesty and integrity. Customer focus. Team player. Professionalism.</p>
<u>DUTIES</u>	:	<p>The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide Business Intelligence Analysis: Develop MIA reports at both operational and corporate level. Analyse trends and advise business on appropriate course of action Translate Business Unit requirements into technical and functional requirements. Support interpretation of current GPAA Business Intelligence (BI) with trend data to advise recommendations for action. Ensure client usability of all MIA reports developed within the GPAA. Analyse GPAA processes, identify critical trends. Conduct tests to ensure that intelligence is consistent with GPAA defined requirements. Analyse data captured in the data warehouse. Assist GPAA Business to draw predefined reports on BI tools .Interpret current GPAA Business Intelligence (BI) with trend data to advise recommendations for action .Liaise with BI and Data Analysis (DA) in planning, designing, developing, and enhancing the Oracle Business Intelligence reports .Provide supporting IT activities and training pertaining to reporting and analytics .Assist in the development of a world class information management and analytics competency within the GPAA. Provide GPAA Stakeholder Management Support: Engage with GPAA Business units and stakeholders in meetings, sessions and workshops on statistical analysis for the GPAA. Advice on findings and recommend problem solutions. Provide customer service across identified interactions and deliverables of statistical and analytical nature. Transfer of knowledge to internal users on newly implemented Business Intelligence. Support in tracking of incoming and finalization of request for MIA verified data sets. Provide input to the Strategic Management of the section: Contribute to the compilation of the comprehensive MIA operational plans, and GPAA quarterly and annual reports. Provide support to the MIA manager and other GPAA managers and Business Units. Provide support to the MIA internal and external clients through statistical services to GPAA business units and GPAA management and stakeholders. Support Project Management with regards to MIA projects. Provide statistical reports based on the Oracle and other IT platforms. Support to develop, implement, review and maintain the MIA policy. Conduct quality assurance of the MIA reports, services rendered through spot checks and detailed quality assurance. Assist in daily, weekly and monthly tracking of the progress of MIA business projects towards successful completion. Provide support to solve business blockages pertaining to data processes. Manage and Develop Staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required. Develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.</p>

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

POST 21/92 : **ASSISTANT DIRECTOR: DIGITAL COMMUNICATIONS REF NO: ASD/DC/2026/06-1P**
Communications
Permanent
The purpose of the role is: To provide effective and efficient electronic social media platforms (website) for the GPAA.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three year tertiary qualification (Degree / National Diploma or equivalent 3-year qualification at least 360 credits/NQF 6) in Communications coupled with 3-5 years' experience in Communications environment with 2 years in a supervisory role or junior management experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Official Language Act. Knowledge of Editing. Knowledge of Public Service prescripts and legislation. Analytical skills. Facilitation skills. Presentation skills. Leadership skills. Problem solving skills. Communication skills. Organisation and coordination skills. Customer orientated. Ability to communicate at all levels. Outgoing personality. Work in a team.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Publish information on the website. Source communication content from the Communications unit. Communicate and update the design, layout and standard requirements for web content. Ensure that policies and compliance are approved through the Branding office. Ensure consistency and strategic alignment of content on the website. Prepare website content by structuring information, creating layout of the web pages and ensuring content quality control. Ensure that uploaded Design a coherent framework and implementation plan for internal communication strategies. Evaluate communication tools and strategies for effectiveness and identify new and emerging technologies to strengthen the programme. Compile tactical plans aligned to business requirement to ensure effective strategy execution. Develop communication plans to assist in effective change management. Adjust communication plans as needed. Monitor internal communication channels. Maximise the efficiency and effectiveness of internal communication channels. Develop new tools, processes and materials. Establish the structures, networks and competencies for effective communication. Communicate, lead and promote internal events. Manage content development, storylines and plans for internal newsletter. Develop content for internal publication. Monitor GPAA internal communications performance. Analyse the feedback from the survey. Develop and implement a plan of improving internal communication. Suggest what information should be presented to employees. Ensure that employees are engaged and involved with GPAA initiatives. Messaging. Assist with editing company documents. Create a national framework within the department for key messaging.

ENQUIRIES : Alletah Mashiane Tel No: (012) 319 1218 for more information.
Enquiries.erecruitment@gpaa.gov.za

POST 21/93 : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATION REF NO: ASD/IC/2026/06-1P**
Communications
Permanent
The purpose of the role is: To advise on, create, develop and implement coordinated communication strategies, plans and materials for effective delivery of GPAA's internal communications.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year tertiary qualification (Degree/ National Diploma or equivalent 3-year qualification at least 360 credits/NQF 6) in Communications coupled with 3-5 years' experience in Communications environment with 2 years in a supervisory or junior management experience. Computer literacy that would include a good working knowledge of Microsoft Office products.

<u>DUTIES</u>	:	<p>Knowledge of Official Language Act. Knowledge of Editing. Knowledge of Public Service prescripts and legislation. Analytical skills. Facilitation skills. Presentation skills. Leadership skills. Problem solving skills. Communication skills. Organisation and coordination skills. Customer orientated. Ability to communicate at all levels. Outgoing personality. Work in a team.</p> <p>The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Assist in the development and execution of GPAA's internal communication strategies. Design a coherent framework and implementation plan for internal communication strategies. Evaluate communication tools and strategies for effectiveness and identify new and emerging technologies to strengthen the programme. Compile tactical plans aligned to business requirement to ensure effective strategy execution. Develop communication plans to assist in effective change management. Monitor internal communication channels. Maximise the efficiency and effectiveness of internal communication channels. Develop new tools, processes and materials. Establish the structures, networks and competencies for effective communication. Communicate, lead and promote internal events. Manage content development, storylines and plans for internal newsletter. Develop content for internal publication. Monitor GPAA internal communications performance. Analyse the feedback from the survey. Develop and implement a plan of improving internal communication. Suggest what information should be presented to employees. Ensure that employees are engaged and involved with GPAA initiatives. Messaging. Assist with editing company documents. Create a national framework within the department for key messaging.</p>
<u>ENQUIRIES</u>	:	<p>Alletah Mashiane Tel No: (012) 319 1218 for more information and application enquiries. Enquiries.erecruitment@gpaa.gov.za</p>
<u>POST 21/94</u>	:	<p><u>SENIOR ADMINISTRATIVE OFFICER: TRAINING REF NO: SAO/HRD/2026/06-1P</u> Permanent The purpose of this role is to provide support to the Training and Development Unit for the GPAA.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R413 001 per annum (Level 08) Pretoria Head Office A relevant 3-year National Diploma / Degree in Human Resources or equivalent qualification within Human Resources Management, Human Resources Development or Industrial Psychology (with at least 360 credits, NQF 6). Minimum three (3) years appropriate experience in HR/ Training of which 2 years is in a supervisory role within the Human Resource / Training/ HRD environment OR Five (5) years appropriate experience within the Human Resource / Training/ HRD environment. Computer literacy that would include a high level of proficiency in Microsoft products and PERSAL system. Knowledge of Public Finance Management Act (PFMA). Knowledge of project management. Knowledge of legislation relating to training and development. Knowledge of Public Service Regulation (PSR). Knowledge of PFMA and National Treasury Regulations. Knowledge of DPSA directives and regulations. Analytical skills. Conflict resolution. Problem solving skills. Customer relations. Presentation skills. Ability to communicate at all levels. Ability to build strong network relationships. Team player. Emotional intelligence. Attention to detail.</p>
<u>DUTIES</u>	:	<p>The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Development and Implementation of the Workplace Skills Plan (WSP) and the Annual Training Report (ATR): Conduct training needs analysis. Consolidate data to inform Workplace Skills Plan and Annual Training Report. Present the WSP/ATR to the relevant stakeholder groups. Develop a training schedule in line with the Workplace Skills Plan. Prioritize training delivery in line with GPAA strategy. Facilitate the assessment of training provided to ensure performance improvement. Analyse post training assessment reports. Develop and send a request for quotation to SCM. Ensure adherence to service level agreements by the external service providers. Present, negotiate and consult with stakeholders regarding training interventions. Administration of bursaries: Prepare an invitation for bursary intake as per bursary policy provisions. Assist with presentation to the Bursary Committee. Memo preparation to the stakeholders. Provide feedback to bursary applicants. Present the policy and the contract to the affected</p>

employees before the study aid agreement can be entered into. Monitor the study progress of bursary holders. Provide advice to the stakeholders. Audit bursary files. Facilitate the process of bursary takeover. Quality assures submitted documents against the GPAA bursary requirements. Update bursary documents and facilitate for sign off. Implementation of Experiential Learning, Learnership, internship Recognition of Improve Qualifications and Recognition of Prior Learning (RPL) Projects etc.: Plan for the implementation of the projects. Liaise with relevant stakeholders. Implementation of the projects. Reporting to the relevant stakeholders. The facilitation of Induction and Re-orientation programme for the GPAA: Liaise with the Human Resources unit to identify the new entrants into GPAA. Update or create manuals for induction. Verify attendance of CIP and reorientation with newly appointed employees. Facilitate Compulsory Induction Programme (CIP) and reorientation to qualifying GPAA employees. Monitor the progress made on CIP online and reorientation attendance. Report to the stakeholders. Implementation of HRD Strategy: Implement the HRD Strategy. Develop implementation plans for the HRD Strategy. Prepare and present monthly, quarterly and yearly reports to the relevant stakeholders. Implement and monitor the HRD strategy. Implementation of Adult Education and Training (AET) program and other directives and resolutions: Coordinate the implementation of the AET program, resolutions and directives. Monitor the progress of learners through liaising with the service providers. Assist with the implementation and monitoring of resolutions and directives as determined. Coordinate and Conduct AET classes. Asses the learner's readiness to write exams. Assist with researching topics for life skills program. Implement the mentorship and coaching projects in GPAA: Facilitate the implementation of coaching and mentoring programs. Support the line managers and recipients with regards to mentoring and coaching processes. Monitor the progress of the programmes and address challenges emanating from the implementation of the programmes. Supervision of staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide Monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES

: Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE

: One permanent position of Senior Administrative Officer is currently available at the Government Pensions Administration Agency (GPAA): HRD Unit.

POST 21/95

: **SENIOR CHANGE PRACTITIONER: CHANGE MANAGEMENT & TRANSFORMATION REF NO: SNR/CMT/2026/06-2P**

Permanent

The purpose of the role is to facilitate and implement change management / transformation programmes and processes in achieving the GPAA's strategic goals.

SALARY CENTRE

: R413 001 per annum (Level 08)
: Pretoria Head Office

REQUIREMENTS

: A relevant three- year National Diploma/Degree (with at least 360 credits, NQF 6) in Industrial Psychology / Organisational Development / Management Services / Human Resource. At least three (3) Years relevant experience within the Change Management & Transformation environment OR five (5) Years relevant experience within the Change Management & Transformation environment. A post-graduate qualification or equivalent with a PROSCI Change management certificate will be an advantage. Computer literacy in Microsoft Office packages. Knowledge of Adkar model. Knowledge of Change/Transformation legislation/Directives. Knowledge of DPISA Prescripts. Knowledge of Change Management processes & Transformation. Knowledge of Organisational Culture & Human Behaviour. Knowledge of Transformation Management. Analytical skills. Excellent organising skills. Project Management skills. Document management skills. Administrative skills. Problem solving skills. Facilitation skills. Customer Oriented. Ability to communicate at all levels. Outgoing personality. Good customer relations. Ability to prioritize work and urgent matters. Ability to deal with confidential matters. Teamwork.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Responsible for employee engagement programmes: Facilitate group sessions and discussions in workshops. Analyze data and drafting of reports for Change Management projects. Proactively

identify opportunities for organisational development interventions and advise Management. Conduct advocacy campaign on change management. Analyse and compile report with recommendations to management. Assess the change impact and readiness for change initiative, identifying key barriers. Engage with stakeholders to obtain buy-in to the change initiative. Promote the need for and benefits of change management as part of the change initiative. Provide feedback to stakeholders on change initiative progress and risk. Evaluate change initiative through post project management implementation review. Assists in the successful business culture and transformation: Assist in the implementation of the Employment Equity plan and administrative support thereto. Support the initial compilation of the Gender Equality and Job Access Reports. Support the coordination, development and implementation of survey material and tools to analyse culture of the Department. Responsible for the coordination of client feedback surveys and related duties (analysis and reporting) thereto within the GPAA. Act as problem solver and coach for staff during the execution of culture change investigations. Responsible for effective stakeholder management (good client relations) during change management process to ensure Organisational culture alignment. Provide support in the development of the change management strategy and programmes: Provide support is the development of change management initiatives (culture, behaviour, systems, organisational climate assessment). Support the process of developing a Change Management strategy. Support development of change management materials, tools and content for GPAA. Support communication with all clients and all levels of management. Assist in determining client needs and ensure that the needs in terms of all investigations are met. Provide support in implementation and delivery of Operations Management Framework. Support the design of tools or systems that can assist in dealing with organisational problems of the GPAA proactively and on request by Management. Provide support in the development and co-ordination campaigns on sector transformation and gender mainstreaming. Facilitate the implementation of change management strategy for all projects in the Department. Provide administrative support to the unit: Data capturing for Change Management projects. Completion of forms and document claims, payment invoices and consultant fees relevant to the office. Provision of support to Change Management Specialist. Coordination of all interventions (workshops and in-house engagements) and invite delegates to attend. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Document management (Drafting and filing of correspondence/reports). Build a Change Repository (Tools/Research). Ad-hoc Office duties (stationery, equipment, refreshments, travel coordination) and related administrative support thereto for the unit.

ENQUIRIES

: Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE

: Various permanent positions of Senior Administrative Officer are currently available at the HR Change Management & Transformation Section in GPAA.

POST 21/96

: **SENIOR ORGANISATIONAL DESIGN & DEVELOPMENT PRACTITIONER**
REF NO: SNR/ODD/2026/06-1P
Permanent
The purpose of the role is to provide the Organisational Design and Development, Job Evaluation and Job Description services for GPAA.

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum (Level 08)
: Pretoria
: A relevant 3-year National Diploma/ Degree in Management Services, Production Management, Operations Management / Industrial Engineering / HRM plus Applied Organisational Development Programme or Management Services certificate (with at least 360 credits, NQF 6). Minimum three (3) years appropriate experience within the Organisational Design and Development environment. Computer literacy that would include a high level of proficiency in Microsoft products. Certified job analyst certificate. Valid Driver's license. Knowledge of Organisational Design Principles and processes. Knowledge of EVALUATE/ EQUATE System. Knowledge of Job Evaluation processes, models and techniques. Knowledge of Public Service Act (PSA). Knowledge of Work Study techniques. Knowledge of Public Service Regulation (PSR). Knowledge of PFMA and National Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of White Paper Transformation. Strong Analytical

<u>DUTIES</u>	:	skills. Planning and organizing. Problem solving skills. Communications skills (written and Verbal). Presentation skills. Report writing. Decision making. Customer service. Work in a team. Initiative. Ability to build strong network relationships. Integrity. Attention to detail. Goal driven. Assertiveness. Pro-activeness. Flexibility. Sense of responsibility. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Facilitate the Development of Job Descriptions/ profiles for GPAA: Gather relevant information on the different approaches to developing job descriptions. Provide support in the development and maintenance of job descriptions. Source current relevant job descriptions as per requests. File and store job descriptions as per requests. Facilitate the job processes (documentation, signatures, approvals etc.). Development job descriptions according to the job description template. Ensure that Job descriptions are updated, reviewed signed off before vacant posts are advertised. Maintain Job description database. Maintain the job description register. Ensure Maintenance of Organisational Structure: Conduct organizational structure investigations. Compile organization and establishment reports. Undertake first level in the cost analysis for proposed structure. Assist with Development of the organisational structure. Conducting work-study investigations. Provide guidance and advice to line management on organisational design and development matters. Assist in the co-ordination of the development and maintenance of departmental organogram in line with strategic plan in various units. Monitor the movement and implementation of positions in the structure in line with legislation. Undertake preparatory work in the statistical analysis for workforce movement. To conduct Job Evaluation for all posts in GPAA: Compare jobs according to their intrinsic values and determine the relative complexity of various jobs. Ensure that the process is fair and that the job grades are both reliable and valid across the department. Assess the identified job evaluation needs and evaluate requests for job evaluation. Input information on the JE system and determine post level. Prepare JE certificates of outcome. Ensure results are implemented on PERSAL and communicated to relevant stakeholders. Provide advice and guidance on the Job Evaluation processes and policy. Render secretariat services support: Determine and facilitate logistics involved with job evaluation and paneling process. Schedule JE Panel meetings. Minute taking and circulation of agenda. Conduct Job Evaluation on the current approved Job Evaluation system. Receive and prioritize Job Evaluation requests. Schedule job evaluation interviews. Update the Job Evaluation database. Render General Support Service to the ODD unit: Keep and maintain a database of documents, reports, minutes, and records of all nature. Keep and maintain the manual and electronic filing system for the component. Maintain the JD and JE electronic database. Ensure logistical arrangement for ODD unit meetings timeously. Obtain quotations for the procurement of equipment, goods, and services. Compile submissions and forms for ordering goods, equipment, and services
<u>ENQUIRIES</u>	:	Felicia Mahlaba Tel No: (012) 319 1455 Enquiries.erecruitment@gpaa.gov.za
<u>NOTE</u>	:	One permanent position of Senior Administrative Officer is currently available at the Government Pensions Administration Agency (GPAA): HR Organisational Design and Development Unit.
<u>POST 21/97</u>	:	<u>SENIOR COMMUNICATIONS OFFICER: BRANDING AND EVENTS REF NO: SNR/BA/2026/06-1P</u> Permanent The purpose of the role is to provide the Organisational Design and Development, Job Evaluation and Job Description services for GPAA.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Pretoria A relevant 3 years National Diploma/ Degree in Communication/ Public Relations/ Event Management/ Brand Management or relevant qualification and minimum of 3 years relevant experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Possess good understanding and knowledge of the role of communications, Brand management and publicity in organizations. Knowledge to manage event management and branding agencies. Knowledge to coordinate events from start to finish. Knowledge of Conceptualize campaigns. Strong events

		management skills. Project Management skills. Development of events, branding and publicity plans. Interpersonal skills. Negotiation skills. Organized and professional skills. Creative approach skills. Problem solving skills. Presentation skills. Ability to work without supervision skills. Analytical Skills. Communication skills. Enthusiasm. Independent.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following functions and include, but not limited to: Enforce a strong internal brand identity and corporate image: Coordinate production of a wide range of marketing and branding material in line with approved branding guidelines and marketing plans. Ensure correct implementation of the Corporate Identity (CI) by encouraging/assisting officials to adhere to guidelines outlined in the CI manual, thus uniformity and compliance. Conduct brand audit to ensure that all officials adhere to correct usage of Organisational templates, correct colours, email signature etc. Coordinate all branding projects. Continuously monitor corporate identity. Coordinate and provide guidance for all internal and external exhibitions, events and campaigns: Liaise with key role players regarding events requirements. Provide support, advice regarding planning and organizing internal and external campaigns. Coordinate and implement campaigns. Develop briefing documents for all events and campaigns. Organise Events and Coordinate Campaigns publicity: Organize marketing events and activities for the GPAA, GEPF and National Treasury – Programme 2.1. Coordinate all events requirements e.g. catering, audiovisual equipment, venue options etc. Develop concepts and briefing documents for all events. Ensure marketing material for all events is available. Ensure appropriate branding with relevant messaging for all events. Coordinate national, regional and special events. Coordinate exhibitions showcasing customers' products and services. Develop events schedule and update it as and when required. Compile reports for all events. Develop publicity plans for various activities and outreach programme. Monitor and report on the effectiveness of publicity plans Coordinate and manage promotional items: Identify promotional items requirements. Coordinate design/concept of items and obtain approval. Obtain quotations and upon approval. Facilitate production and procurement of items. Monitor promotional item stock holding, distribution/use and measure effectiveness of marketing initiatives.
<u>ENQUIRIES</u>	:	Alletah Mashiane Tel No: (012) 319 1218 Enquiries.erecruitment@gpaa.gov.za
<u>NOTE</u>	:	One permanent position of Senior Communications Officer is currently available at the Government Pensions Administration Agency (GPAA): Communications Unit.
<u>POST 21/98</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RESEARCH & POLITICAL VERIFICATION</u> Permanent The purpose of the role is to effectively coordinate and undertaking of political research and verification of special pension for GPAA.
<u>SALARY CENTRE</u>	:	R413 001 per annum (Level 08) Umtata Ref No: SAO/SP.UMT-RPV/06-1P Cape Town Ref No: SAO/SP.CPT-RPV/06-1P Kimberley Ref No: SAO/SP.KIM-RPV/06-1P Pietermaritzburg Ref No: SAO/SP.PMB-RPV/06-1P Bisho Ref No: SAO/SP.BISH-RPV/06-1P Polokwane Ref No: SAO/SP.PLK-RPV/06-1P
<u>REQUIREMENTS</u>	:	A relevant 3-year National Diploma/ Degree or equivalent (at least 360 credits, NQF 6). Minimum three (3) years' experience in Research and Administration of Special Pensions with 2 years in a supervisory role OR five (5) Years relevant experience within Research and Administration of Special Pensions. Computer literacy that would include a high level of proficiency in Microsoft products. A valid driver's license. Knowledge of Special Pension Act. Knowledge of Public Finance and Management Act. Knowledge of Employee Benefits. Knowledge of Program & Project Management. Knowledge of GPAA services & products. Knowledge of driving. knowledge of Retirement Fund Industry. Knowledge of Change Management. knowledge of Research. Knowledge savvy of South African Politics. Analytical skills. Computer Literacy. Financial Management skills. Problem Solving Skills. Organizing & Coordinating skills. Effective communication skills at all levels. Presentation skills. Customer Oriented.

		Outgoing personality. Ability to build strong network relationships. Ability to work in a team environment.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Undertake the coordination of research status determination and verification of special pension beneficiaries. Support the development, standardization and implementation of a comprehensive research methodology. Coordinate and supervise special pensions research activities on status information. Verify and validate information sourced through research. Verify information supplied by applicants. Ensure that all research is accompanied by reliable supporting documents for evidence. Liaise and interact with relevant organs to validate information for special pension status determination. Summarise details of applicants for adjudication purposes. Ensure that the research's are in line with GPAA/ Treasury strategic objectives. Ensure availability and distribution of special pension research information. Collate, consolidate and present qualitative and quantitative research reports on political involvement of beneficiaries. Stakeholder Management: Conduct outreach programme with the regions. Liaise with local political structures for verification purposes. Forge relationships with liberation struggle structures and civil society organisation. Gather historical information to be used as part of special pension repository. Work closely with Parliamentary Constituency Officers to locate and provide necessary service to prospective applicants and pensioners. Provide support to organs dealing with plight of liberation struggle veterans. Ensure preparation of Verification files: Check information supplied by applicants and that it is in correct files. Finalise and prepare verification files and reports. Safeguard, Monitor and compile records of completed verified files. Support Manager and Political verifiers on tracing of outstanding information with applicants. Supervision of the staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide quarterly and annual reports. Provide Monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.
<u>ENQUIRIES</u>	:	Felicia Mahlaba Tel No: (012) 319 1455 Enquiries.erecruitment@gpaa.gov.za
<u>NOTE</u>	:	Various permanent positions of SAO Research & Political Verification are currently available at the Government Pensions Administration Agency (GPAA): Special Pensions Unit.
<u>POST 21/99</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LOGISTICS AND INVENTORY MANAGEMENT REF NO: SAO/SCM - L&I/2026/06-1P</u> Supply Chain Management Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Pretoria A recognized 3year National/Diploma/Degree in Supply Chain Management or Financial Accounting or Logistics Management or relevant field in finance and SCM equivalent (at least 360 credits). Minimum 3 years experience in Supply Chain Management of which 2 years should be in supervisory role OR 5 years appropriate experience within the Supply Chain Management. Computer literacy that includes good working of Ms Office product. knowledge and use of ACCPAC and Warehouse Manager. Demonstrate sound understanding of PFMA, Treasury Regulations, PPPFA, SCM Guidelines and other related prescripts. Knowledge of Logistics Management. Knowledge of Supply Chain Policies and framework within Public Sector. Financial/Accounting skills. Excellent communication skills written and verbal. Problem solving. Analytical skills. Results oriented. Interpersonal skills. Customer oriented Team Leader. Self-motivated.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provision and coordination of Warehouse/Store Management. Ensure receiving and checking of goods on delivery. Compare/match delivery notes to purchase order. Ensure that goods are captured on relevant registers. Monitor the process of issuing goods as required. Prepare and collate payment documents. Monitor the control of stock. Inventory management. Accurate record keeping of statistics on procurement of goods and services. Monitor the RFQ process: Monitor the RFQ process. Monitor the methodology for the RFQ process. Manage the quotation register. Monitor the turnaround time for RFQ evaluation. Check the compliance to PPR

in RFQ process. Monitor Internal Order processing: Control the processing of request for stock Approve and allocate stock per order captured. Coordinate the picking and shipping of orders. Ensure stock requisitions are correctly approved. Ensure all shipments are signed for. Supervision of the staff. Allocate work according to skills competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za
- NOTE** : One permanent position for Senior Administrative Officer: Logistics and Inventory is currently available in the Supply Chain Management Unit: Logistics and Inventory at the Government Pensions Administration Agency – Head Office
- POST 21/100** : **BIDCOM SECRETARIAT REF NO: SEC/BIDCOM/2026/06-1P**
Supply Chain Management
Permanent
The purpose of the job is to ensure accurate completion of BID Submissions and assist Bid Adjudication Committee with administrative compliance.
- SALARY** : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant three year National Diploma/Degree (at least 360 credits). Minimum of 3 years experience in Supply Chain Management environment. BAC secretarial experience will be an added advantage. Computer literacy that includes a good working knowledge of MS Office products. Knowledge of Public Service Act, policies and regulations. Presentation skills. Analytical skills. Problem Solving Skills. Good communication skills. Report writing skills, Planning and organizational skills, Proactive, Deadline driven, able to work independently, ability to work under pressure, Integrity, honesty, Customer orientated.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Record Bid Adjudication Committee proceedings and maintain records. Customize standard bid submissions. Assist with the administration of the bid adjudication process. File all related BAC records. Maintain mechanical and written records of proceedings-minutes. Arrange meeting venues and bookings for BAC sessions-logistical arrangements. Ensure compliance with National Treasury prescripts and related regulations and legislation. Facilitate the timeous publication of BAC packs and related documents on the BAC share drive. Verify accuracy of submitted documents. Develop a BAC pack checklist. Assist evaluation teams with submissions for recommendation to the Bid Adjudication Committee (BAC). Develop and maintain BAC submission templates. Maintain accuracy and consistency of BAC resolutions. Manage BAC statistics regarding resolutions made. Manage matters arising on BAC minutes. Implement Bidcom resolutions. Draft BAC Action plans and make proper follow-ups. Trace and follow up memos that need to be signed off. Distribute e-mails and information that is relevant to BAC. Governance of meeting proceedings. Ensure that all BAC proceedings declarations are recorded. Check the quorum requirements of meeting proceedings. Ensure that all members are properly appointed before they assume duties. Co-ordinate compliance requirement in relation to urgent meetings and sessions.
- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za
- POST 21/101** : **SENIOR LEGAL ADMINISTRATIVE OFFICER – ADVISORY SERVICES REF NO: SLAO/AD/2026/06-1P**
Legal Services
Permanent
The purpose of the role is: To assist the Manager: Legal and Advisory Services in the role of providing legal advice to the authority and other stakeholders.
- SALARY** : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant three years National Diploma/Degree with 3 years experience within the legal environment. Computer literacy that includes the working knowledge

DUTIES

of MS Office products Knowledge of Public Service Act. Knowledge of SA Pensions Fund Legislation. Good communication skills both written and verbal. Planning and organizing skills. Interpersonal skills. Problem solving skills. Ability to prioritize. Attention to detail. Customer focus. Honesty and Integrity. Adherence to business ethics. Accuracy.

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide Legal Admin Services. Assist management in providing legal advice, guidance and opinions to the top management and GPAA at large on matters relating to GEP Law, 1996 and other legal matters. Peruse documents and escalate to seniors where relevant. Peruse and comment on a variety of legal documents to ensure that they are legally compliant. Effectively administer legal matters within the department. Litigation management. Diarize, scheduled hearings and ensure court process is attended to. Collect information and documentation as required to proceed with matters referred to Legal in relation to interpretation of GEP Law, 1996. Explain the process to applicants of submitting divorce, life partner and other relevant claims in terms of GEP Law 1996. Research inquiries, corrects errors, resolves discrepancies and notifies applicants of action decision taken. Research laws, regulations, policies and precedent decisions to prepare for hearings and to respond to inquiries from case managers and supervisors. Prepare assembles and checks materials for each hearing session/dispute resolution. Prepare a report on decisions and recommendations. Examine case records and official files and ensures that all documents and exhibits are fully documented in the record. Conduct legal research to fully address all legal arguments. Manage that all panel members complete the claims from for their fees. Prepare instructions for administration in respect of court decision. Attend a bill of costs and to appeal emanating of high court. Review litigated claims or claims with disputes. Confer with individual or organization involved in cases in order to obtain relevant information. Explain to claimants how they can appeal rulings that go against them. Compile submissions and instructions for recommendation. Render Administrative Support. Attend to court process served on the GPAA and any other claims submitted in terms of GEP Law, 1996. Prepare written review and evaluate data on documents such as claim applications, birth or death certificates and/or employer records. Maintain hearing documents, calendars hearing dates and confirms hearing. Adherence to court decisions with written instruction to subordinates to comply with court decision. Manage that files are kept and updated on statistics record of court cases. Prepare memoranda and drafts of decisions and judgements. Prepares and issues written decisions within timely manner to meet requirements. Assist the supervisor with training on legislation and legislative drafting as well as other legal topics. Supervision of staff. Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions

ENQUIRIES

: Shandukani Tshiuda Tel No: (012) 319 1102 for more information. For application enquiries Mapule Mahlangu Tel No: (012) 399 2639 Enquiries.erecruitment@gpaa.gov.za

POST 21/102

: **SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION**
REF NO: SAO/M&E/2026/06-3P
Corporate Monitoring and Evaluation
Permanent
The purpose of the role is to provide Monitoring and Evaluation (CM&E) support to the GPAA programmes.

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum (Level 08)
: Pretoria
: A relevant 3-year tertiary qualification (N Dip/B Degree) (at least 360 credits) coupled with three (3) years' experience in relevant environment. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Monitoring and Evaluation processes. Knowledge of Governmental Guidelines on Monitoring and Evaluation. Knowledge of Statistical Analysis. Knowledge of Strategic Planning. Knowledge of Public Services Regulatory Frameworks. Knowledge of Office Administration .Analytical skills .Financial skills .Customer relations skills .Problem solving skills .Communication skills and the ability to communicate at all levels .Written communication skills .Typing skills .Research skills .Project Management skills

		.Ability to build strong network relationships .Ability to work in a Team .Striving to adhere to international best practices .Outgoing personality .Customer Orientated.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Providing support to the M&E Management team in executing M&E and Research activities: Contribute to the development and implementation of the M&E Policy, M&E Strategy and M&E Framework. Provide M&E capacity building and support to business units. Assist in the development of the M&E system. Provide support in executing M&E and Research activities at Regional and Satellite Offices. Provide M&E feedback to internal and external stakeholders. Assist in marketing the M&E function through different mediums of communication. Support the undertaking of risk management with regards to non-compliance with monitoring and evaluation directives. Provide support in the identification of the M&E best practices, latest developments and trends both nationally and internationally. Providing support to the Monitoring team in executing monitoring activities: Undertake needs analysis to identify the GPAA monitoring needs; Develop monitoring data collection tools. Gather, verify and analyze information for monitoring organizational performance; Provide support in generating Monitoring Reports. Provide advice and support for business units in monitoring their initiatives. Document and monitor regional office evaluation plans. Track implementation of recommendations from RO monitoring reports. Assisting in data verification in RO evaluation data. Providing support to the Data Management team in executing data management activities: Collection and capturing of M&E and Research data. Capturing of M&E and research data. Providing support to the Evaluations and Research team in executing evaluation and research activities: Undertake needs analysis to identify the GPAA evaluation needs. Develop evaluation data collection tools; Conduct internal and external evaluation studies. Gather, consolidate and analyze the evaluation data; Provide support in generating Evaluation Reports. Provide advice and support for business units to undertake self-evaluations. Document and monitor regional office evaluation plans. Track implementation of recommendations from RO monitoring reports.
<u>ENQUIRIES</u>	:	Sanele Ngema Tel No: (012) 319 3501 Enquiries.erecruitment@gpaa.gov.za
<u>POST 21/103</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PROPERTY MANAGEMENT REF NO: SAO/PM/2026/06-1P</u> Facilities Management Permanent The purpose of the role is provision of GPAA with office accommodation in the head office and regional and satellite offices.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Pretoria A relevant three (3) year National Diploma/ Degree at 360 credits Three (3) years' relevant experience of which one 2 years should be supervisory experience. OR relevant five (5) years' experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Property Management. Knowledge of Administration and Management principles. Knowledge of Customer Relationship Management. Knowledge of Technical Building Maintenance Requirements Knowledge of Contractual obligation. Knowledge of Lease Agreements. Analytical skills. Strong leadership and managerial skills. Project management skills. Planning& organising skills. Decision making and problem-solving skills. Communication skills. Motivational skills. Ability to establish controls to monitor tasks. Customer oriented. Persuasiveness and flexibility. Customer service orientation. Ability to take responsibility. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty. Quality and results orientated.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage the administration of leasing of properties for GPAA: Prepare lease documents. Initiate and manage leases for GPAA office accommodation. Liaise with landlords of the various buildings on operational matters and communicate the information to building users where required. Implement Lease Management Systems in line with GPAA guidelines and National Treasury regulations to ensure orderly, efficient workflow. Facilitate the legal vetting of leases. Review the leases for renewal and

cancellation. Verify rental invoices against lease amounts before payments. Facilitate the Administration and planning of GPAA Accommodation: Ensure office accommodation plans are aligned with strategic objectives of the GPAA, Coordinate the investigation of availability and suitability of options for new acquisitions. Determine the capacity of all existing accommodation facilities and make recommendations, Coordinate the applications for new office accommodation and submit to landlords. Assist in viewing and evaluating identified offices to ensure compatibility with the office space with GPAA requirements. Assist in monitoring renovations of newly acquired offices to ensure layout fits GPAA requirements and work is completed within set timelines. Provide administrative support with facility usage, operations and equipment maintenance in all offices. Ensure adequate operation of both hard and soft services contracts within Facilities unit: Prepare specifications for various services within Facilities Management. Monitor adherence to service levels agreed between GPAA and various contractors. Check and sign off on delivery of various goods and services ordered by the FM unit. Validate payment claims and submit for payment. Liaise with internal and external stakeholders. Ensure compliance with Occupational Health & Safety and other legislative provisions: Ensure that all office accommodation spaces adhere to the legislative provisions. Participate in Health and Safety Exercises conducted by the GPAA, like evacuation drills. Provide administrative support to the unit: Perform office administration. Organize office logistical matters. File office correspondence documents and reports. Draft and type standard correspondence and documents. Complete of forms and documents in the office. Order stationery and equipment for the section.

- ENQUIRIES** : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za
- POST 21/104** : **SENIOR ADMINISTRATION OFFICER: CLEANING SERVICES REF NO: SAO/FM/2026/06-1P**
Maintenance
Permanent
The purpose of the role is: To ensure the provision of soft services in all offices.
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Pretoria
: A relevant B. degree / N Dip / B Tech or equivalent three-year qualification (with minimum 360 credits) coupled with a minimum of 3 years in the relevant field of which 2 years must be supervisory or relevant five (5) years' experience. Computer literacy that includes Microsoft packages. Knowledge of media employee benefits. Knowledge of client relations management. Knowledge of GEFP services and products. Knowledge of PFMA and Treasury regulations. Knowledge of related legislation and prescripts. Knowledge of cleaning safety rules and policies. Good analytical skills. Good communication skills (both verbal and written). Customer Orientated. Work independently. Ability to solve problems.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Supervise the provision of cleaning services in the organisation. Interpret the cleaning service level agreements and ensure implementation of deliverables. Conduct day-to-day inspections to ensure general cleanliness of the building and equipment. Report and follow up on any issues related to cleaning service. Maintain inventories of necessary cleaning and household supplies. Ensure compliance with all health and safety guidelines. Liaise with cleaning service providers on issues relating to day and periodic cleaning, hygiene and pest control services. Monitor the progress and quality of the work performed by various cleaning teams. Ensure compliance with Industry legislation, regulations and procedures. Ensure that garbage receptacles are emptied as scheduled. Ensure that cleaning equipment is always stored safely. Supervise Garden, Indoor Plants and Fresh Flower service: Ensure that grounds are mowed, trimmed and plants are well maintained. Ensure that indoor plants are maintained on a weekly basis. Ensure adherence to Health and Safety regulations by contractor employees. Conduct monthly audits on chemicals used to ensure that they are environmentally friendly. Implement other soft service-related contracts; Ensure that all office are provided with water cooler services. Ensure that all waste receptacles are cleaned in offices. Ensure adherence to agreed service levels. Verify contents of service contracts. Check contractor invoice for

accuracy. Conduct contractor performance assessments and monthly. Report on contractor performance. Supervision of the staff: Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Alletah Mashiane Tel No: (012) 319 1218
Enquiries.erecruitment@gpaa.gov.za

POST 21/105 : **SENIOR COMMUNICATION OFFICER: EXTERNAL COMMUNICATIONS**
REF NO: SCO/E-COM/2026/06-1P
External Communications
Permanent
The purpose of the role is: To provide support in the Media and External communication of GPAA.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A relevant B degree / N Dip / B Tech or equivalent three-year qualification (with minimum 360 credits) in Communications or related field coupled with a minimum of three (3) years relevant experience in Media Relations. The experience gained should include the drafting/writing of articles, speaking notes, media statements, publications etc. computer literacy that includes Microsoft packages. Knowledge of media landscape. Knowledge and experience in execution of media campaigns. Knowledge and experience of writing reports. Good analytical skills. Good communication skills (both verbal and written). Creativity. Integrity. Logical. Understanding of GEPF/GPAA and its processes. Understanding of the Pension Fund (Employee Benefits) and financial sector.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Develop and maintain external stakeholder contact database, media monitoring and analysis; Keep the Communications Unit abreast of developments in pensions and finance sector. Monitor GPAA/GEPF coverage in the media. Recommendations to management to remedy media coverage. Arrange, coordinate and oversee media briefings. Record media briefing proceedings as part of a media monitoring and evaluation process. Regularly update media database. Create platforms to increase stakeholder engagements and maintain database. Organize workshops for external stakeholders. Liaise and maintain relationships with National and Provincial Departments and other stakeholders; Interact with different divisions and stakeholders to source information that needs to be communicated to the public. Communicate with stakeholders regarding the implementation of the communication strategy. Assist in the implementation of Communication, Stakeholder and marketing strategy in GPAA. Maintain the external communications channels; Arrange and conduct regular and specialized interactions, including media visits. Ensure pre-recorded interviews are edited. Conduct live interviews. Create opportunities for and attend media briefings. Research and write articles for members' and pensioners publications; Draft speaking notes and media statements. Prepare briefing notes and packs for campaigns. Draft all publications and coordinate members' and pensioners' publications. Provide co-ordination of all external communication campaigns, and reports; Coordinate all outreach platforms. Provide logistical support for all roadshows and campaigns in GPAA. Assist with coordination of marketing on behalf of GPAA. Provide administrative support to the unit; Perform office administrative activities. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents related to claims, payments, invoices and consultant fees. Order stationery and equipment for the section.

ENQUIRIES : Sanele Ngema Tel No: (012) 399 3501 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

POST 21/106 : **SENIOR ADMINISTRATIVE OFFICER (KEY CUSTODIAN) REF NO: SAO/KEY/2026/06-1P**

Physical Security
Permanent

The purpose of the role is to provide keys custodian and incident management processes and activities within GPAA.

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum (Level 08)

: Pretoria

: A relevant three-year tertiary qualification, National Diploma/Degree in Security Risk Management (at least 360 credits). Three years appropriate experience within the Security environment as Key Custodian. Computer literacy that would include a good working knowledge of Microsoft Office products. Valid driver's license (code 8). Knowledge of Client Relationship Management. Knowledge of Access Control to Public Premises and Vehicle Act. Knowledge of Physical security communication security, IT security, security awareness. Knowledge of Private security Industry Regulatory Authority. Knowledge of Criminal Procedure Act. Knowledge of Fire Brigade Act. Knowledge of Occupational Health and Safety Act. Knowledge of Application of the prescribed minimum Information Security Standards (MISS). Knowledge of Access Control to Public Premises and Vehicle Act. Knowledge of GEPF services and products will be an advantage. Knowledge of relevant and applicable security and directives. Analytical skills. Facilitation skills. Presentation skills. Report writing skills. Motivational skills. Customer relations. Supervisory skills. Leadership skills. Problem solving skills. Excellent verbal and written communication skills with the ability to communicate at all levels. Organization and coordination. Driving skills (hence the requirement of a license). Ability to build strong network relationship. Work independently. Experience in security breach/incident investigation. Persuasiveness. Reliability. Stress coping abilities. Ability to meet deadlines. Integrity. Ability to multi focus.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Implement key control and incident management procedures and policies. Provide advice and guidelines on the interpretation and application of legislation, policies and procedures .Drafting of a Key Management Policy and Procedure for adherence by all GPAA employees .Conduct periodic key inventory inspections .Implement and monitor the key control and incident management policies .Implement the operational plan and reports .Prepare and present quarterly reports to management .Conduct quarterly audits on the day-to-day management of keys at all GPAA offices; draft corrective actions. Draft an Incident Management Policy and Procedure to which all incidents will be administered. Ensure compliance with the GPAA Key Management Policy and Procedure. Manage the utilization of keys within GPAA. Establish and maintain key control register. Conduct periodic key inventory inspections .Conduct maintenance and operation of the GPAA's key depository (keys to certain areas are issued and returned to the custodian) .Ensure that spare keys are always available at all offices .Managing and storing of keys .Conduct regular inspection of locks and keys .Regular after hour visits to security control point to determine if duplicate keys are managed correctly .Conduct operation and maintenance of GPAA's key depository. Facilitate training on setting of safe combinations to employees. Ensure that all key incidents are reported: Compile the routine correspondence and reports on incidents Maintain the incident report. Liaise with the relevant stakeholders on the incidents reported. Produce monthly key audit reports. Investigation regarding the reporting of lost keys .Compile a database on all related incidents and breaches .Compile a database on which incidents will be recorded and administered .Check OB at GPAA head office to get familiarized with all security incidents and breaches .Manage procedures followed by the Emergency Control Centre in cases of incidents/ breaches .Conduct quarterly audit on incident administration at all GPAA offices to ensure compliance to GPAA Incident Management Policy and Procedure .Provide feedback and report to relevant stakeholders: Compile inventory reports on the lock and keys .Draft weekly reports for completion by all responsible employees / service providers to remain up to date with Establishment and maintenance of keys control registers .Compilation of routine correspondence and reports regarding key incidents and investigations. Compilation of monthly reports about key control matters. Compile monthly report on incidents experienced and

feedback obtained with corrective action proposed and implemented. Provide security services in GPAA adhoc and special events. Manage safety and security at GEPF and GPAA special events. Coordinate and submit a completed event categorization form to SAPS office. Facilitate security cluster stakeholders' plenary meetings for GEPF national community road shows. Conduct security risk assessments and submit propose mitigating strategies. Develop and submit operational plans for events. Manage all security – related events activities and ensure compliance with legislative requirements. Facilitate and manage parking arrangements and allocations for GEPF customers ad GPAA staff personnel.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

POST 21/107 : **SENIOR STATE ACCOUNTANT: PROGRAMME 2.1 FINANCE REF NO: SSA/PR2.1/06-2P**
Programme 2.1 Finance
Permanent
The purpose of the role is: To coordinate, review and undertake the implementation of financial accounting systems and procedures for the National Treasury Funds.

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
: Pretoria
: A recognized National Diploma / Degree in Financial Management/ Financial Accounting Field or equivalent (at least 360 credits), with minimum of 3 years' experience in Finance Management Accounting of which 1-2 years should be in supervisory role or A recognized National Diploma / Degree in Financial Management/ Financial Accounting Field or equivalent (at least 360 credits), with minimum of 5years experience in Financial management/Accounting field. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of International Financial Reporting Standards. Knowledge of Regulatory Reporting Requirements for Retirement Funds in SA. Knowledge of Pension Fund environment. Knowledge of Financial Accounting. Knowledge of Risk Management. Analytical skills. Communication and interpersonal skills. Problem solving skills. Ability to work in a team and independently. Time management. Attention to detail. Honesty and Integrity. Hard working. Openness to change.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Ensure supervision of financial processes. Prepare a monthly variance report to National Treasury. Support the undertakings of researches on latest trends on cash flow management related internal controls. Align internal controls with GPAA policies and Auditor General of South Africa's strategic guidelines. Supervise continuous adherence to developed and approved internal controls. Support the undertaking of corrective measures on deviation to internal controls. Monitor General Ledger. Prepare reconciliations of General Ledger accounts. Provide financial reporting services. Preparation and provision of expenditure reports. Compile financial reports regarding turnaround times, documents processes and error rates. Perform end-of-day duties to ensure effective reporting, identification of issues. Evaluate financial documents. Undertake cash flow management processes. Monitor the recording of cash flow transactions. Ensure the undertakings of cash flow management risk analysis processes. Supervise the administration for audit queries on cash flow management. Assist with the preparation of annual financial statements for audits purposes; and, Assist with preparation of quarterly and interim financial statements required by the management of the relevant Funds. Provide quarterly inputs for organisational performance reporting. Preparation of monthly fund reports. Preparation of monthly administration reports. Undertake revenue, expenditure management and accounting work as required. Render debt management, monitoring, and reporting services. Ensure payment for goods and services, transfers, subsidies and reporting. Provide financial administration and accounting services (ledgers /journals, accounting and reporting interim and annual financial statements). Check monthly administration claims by GPAA to National Treasury and Department of Military Veterans. Preparation of monthly journals (BAS & CIVPEN) for National Treasury and Department of Military Veterans. Preparation of monthly advance request to National Treasury and

Department of Military Veterans. Process financial data to produce financial information. Ensure that expenditure is in line with the budget and item provisioning. Facilitate the process of transfer payments / subsidy. Review the monthly determination, calculation and classification of Fund liabilities for the National Treasury Funds and Department of Military Veterans monthly. Assist with the coordination and compilation of the National Treasury Funds budget; Medium Term Expenditure Framework (MTEF) and Adjustment Budget in compliance with National Treasury guidelines.

ENQUIRIES : Melusi Dhlamini Tel No: (012) 319 1058
Enquiries.erecruitment@gpaa.gov.za

POST 21/108 : **ADMINISTRATIVE OFFICER PAYMENT CONFIRMER REF NO: AOSP/PAYC/2026/06-1P**
Permanent
The purpose of the role is Supervise the administration of Special Pensions Secondary Benefits and Payments for GPAA.

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Pretoria
: An appropriate and recognized 3-year National Diploma/ Degree in Finance Management or relevant qualification (at least 360 credits, NQF 6) with two-three (2-3) years' appropriate experience in Payments' environment of which 1 year is in a supervisory role OR Five (5) years appropriate experience within the payments' environment. Computer literacy that would include a high level of proficiency in Microsoft products. Knowledge of Client Relations Management. Knowledge of Public Finance Management Act (PFMA). Knowledge of Special Pensions Act. Knowledge of GPAA Products and Services. Knowledge of Employee benefits. Knowledge of Retirement Fund Industry. Knowledge of project management. Analytical skills. Problem solving skills. Customer relations. Ability to communicate at all levels. Supervisory skills. Organizing and Coordinating skills. Computer Literacy. Motivational Skills. Customer Oriented. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Integrity.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide support to the supervisor on the implementation of Special Pensions payment related directives. Review payment documentation before capturing payment instruction as per standard operating procedure (SOP). Generate or confirm payment in line with the approved case. Ensure accuracy of banking details before capturing on system. Assist the Supervisor in identifying errors for corrections. Assist supervisor in resolving Audit findings. Assist in dealing with payment queries and enquiries. Administration support to payment section: Assist in the implementation of the pensioner maintenance. Validation and confirmation particulars of beneficiaries. Validate information on payment instructions. Ensure that the payment letters are issued promptly to the newly admitted pensioners and beneficiaries. Resolve problems relating to Tax SARS Directive by monitoring and resolve SARS directive interface for: Tax Directive feedback on processed payment payments. SARS Directive response received from SARS. Forward relevant SARS responses to the clients. Safekeeping of payment files in payment section. Contact claimants to follow up on outstanding payment documentation. Assist in the implementation of the activation of suspended life certificates. Assist in the identification of incorrect pensioner records and escalate for corrections Supervision of the staff: Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : A permanent position of Administrative Officer – Payments Confirmer is currently available at the Government Pensions Administration Agency (GPAA): Special Pensions Unit.

<u>POST 21/109</u>	:	<u>ADMINISTRATIVE OFFICER: INJURY ON DUTY REF NO: AO/IOD/06-1P</u> Programme 2.1 Permanent The purpose of this role is: To provide administrative support and Supervision of Injury on Duty processes and activities within the unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Pretoria A relevant National Diploma/ Degree within the Social Sciences (at least 360 credits). Minimum of 2-3 years experience within the relevant environment with one year supervisory experience OR 5 years relevant experience within the relevant environment. Computer literacy with working knowledge of Ms Office products. Knowledge of Civil Pension Software (CIVPEN), Workflow and Portal. Knowledge of Employee Benefits, GEP Law. Knowledge of Applicable legislation within GEPF. Knowledge of GEPF products and services. Knowledge of Public Service Prescripts and Legislation. Ability to establish controls and monitor tasks. Good working knowledge of Microsoft Office products. Proficiency in South African languages. Supervisory Skills. Computer literacy. Planning and organizing skills. Communication skills. Interpersonal skills. Administration skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Customer service orientation. Persuasiveness and flexibility. Ethical business conduct. Ability to work under pressure. Willingness to travel. Adhering to business ethics. Accountability. Work in a Team.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Administer and Authorize Injury on Duty processes and payments. Checking of new opened CP files. Effective compilation of statistics. Ensure that all documentation on files are verified, checked and correctly captured. Check correspondence for outstanding documents from employers / members and Compensation Fund. Handle enquiries. Access, Process and Validation of Payments. Confirm all payments, which includes arrears as well as new and old payments. Confirm Life certificates arrears. Check all recalculations. Confirming of pension benefits of a complex nature. Effective administration & payment of IOD Claims. Administration of Redirected IOD Claims. Interpret and apply directives, policies, and rules of COID Act, DPSA guideline, PFMA. Liaise with other business units, external organisations and Clients through checking of typed correspondence. Handle enquiries from internal and external stakeholders. Administration of the Unit. Develop, train and coach staff. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions. Allocate work according to skills and competencies of subordinates.
<u>ENQUIRIES</u>	:	Melusi Dhlamini Tel No: (012) 319 1052 Enquiries.erecruitment@gpaa.gov.za
<u>POST 21/110</u>	:	<u>HR ADMINISTRATOR: RECRUITMENT, SELECTION AND PLACEMENT REF NO: ADMIN/RECR/2026/06-2P</u> Permanent The purpose of the role is to administer support to the recruitment, selection, and recruitment within GPAA.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum (Level 06) Pretoria A Grade 12 Certificate/ Matric /Senior Certificate with minimum of 1-2 years' experience within the Human Resources environment with specific focus on Recruitment, Selection and Placement. A relevant National Diploma/ Degree (NQF6 with at least 360 credits) will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Public Service Prescripts and Legislations Analytical, Good customer relations skills. Problem solving skills. Communication skills. Organizing & Coordination. Interpersonal relations. Ability to priorities. Customer Oriented. Ability to communicate at all levels. Outgoing personality. Work independently. Work in a team. Adhering to business ethics. Dealing with confidential matters with integrity.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Render administrative support for recruitment: Receipt of applications for advertised positions and

correspondence with recruitment agencies handling short listing. Capturing of all applications received. Provide administrative support for the application management process. Provide administrative support for the process of shortlisting. Drafting of offer letters and contracts and liaison with successful applicants on acceptance/non-acceptance which include regret letters. Arrange logistics before, during and after interviews. Administer the process of risk assessments, fingerprint scanning and document verification. Administer the offer process. Ensure that all recruitment documents and files are filed and archived according to prescripts. Support implementation of advertisements and the sourcing of potential candidates: Ensure advert is drafted in correct format. Submit advert on time to DPSA. Provide administrative support to the unit: Perform office administrative activities. Assist with requests for Purchasing Orders. Assist with submitting invoices to Accounts Payable. Organize office logistical matters. File office correspondence, documents, and reports. Draft and type standard correspondence and documents. Completion of forms and documents related to claims, payments, invoices, and consultant fees. Order stationery and equipment for the section.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
NOTE : Various permanent positions for HR Administrator: Recruitment, Selection and Placement are currently available at the Government Pensions Administration Agency: Human Resources Recruitment Unit.

POST 21/111 : **HR ADMINISTRATOR: TERMINATIONS, APPOINTMENTS AND TRANSFERS REF NO: ADMIN/HR-TAT/2026/06-1P**
 Permanent
 The purpose of the job is to support implementation of Human Resource Practices and Administration specifically appointments, transfers & termination in GPAA.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate/ Matric /Senior Certificate with minimum of 1-2 years' experience within the Human Resources environment with specific focus on Terminations, Appointments and Transfers. A relevant National Diploma/ Degree (NQF6 with at least 360 credits) will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products and PERSAL system. Working knowledge of Transfers, Appointments & Terminations. Public Service Prescripts & Terminations. PERSAL HR System. PCM. HR Processes, policies, rules and legislation. Office Administration. Customer relations skills. Communications skills. Problem solving skills. Good interpersonal Relations. Work in a team. Customer Oriented. Ability to communicate on all levels. Adhering to business ethics.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Render administrative support on terminations, appointments, transfers and resettlement of staff: Responsible to ensure that employee files are opened, maintained, updated, and closed when necessary. Ensure that all relevant documents are received and if not, do regular follow-ups. Effect appointment, termination, and transfer transactions on PERSAL. Effect acting allowance for employees acting in higher positions. Extend contracts on PERSAL and drafting of contracts of employment. Capturing of Z102 on PCM. Ensure that all relevant documents for the appointment, termination or transfer of staff are given to the salary section or any relevant section. Ensure that last pay certificate and files are received from previous departments in case of a transfer or send to a new department. Handle client enquiries or escalate enquiry to relevant person. Provide administrative and clerical support to the unit: Perform office administrative activities. Liaise with stakeholders relevant to the office. Prepare documentation for meetings, presentations, and reports. Organise office logistical matters. Administer office correspondence, documents, and reports. Draft and type correspondence and documents. Manage the flow of information and documents in the office. Manage communication to and from the office. Processing of forms and documents related to claims, payments, invoices, and consultant fees relevant to the office. Ordering of stationery and equipment File office correspondence, documents and reports.

ENQUIRIES : Sibekzelo Mthembu Tel No: (012) 319 1275
 Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position for HR Administrator: Termination, Appointment and Transfers is currently available at the Government Pensions Administration Agency: Human Resources Recruitment Unit.

POST 21/112 : **HR ADMINISTRATOR: TRAINING REF NO: ADMIN/HRD/2026/06-1P**
Permanent
The purpose of this role is: to provide administrative support to the Training and Development component within GPAA.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years Training and Development experience. A relevant National Diploma/ Degree (at least 360 credits) in Behavioural Sciences will serve as an added advantage. Computer literacy that would include a good working knowledge of Microsoft Office products, and PERSAL system. Knowledge of Public Finance Management Act (PFMA). Knowledge of DPSA Determinations & prescripts in HRD. Knowledge of Public Service Regulations. Knowledge of PERSAL. Good administrative skills. Good document management skills. Time management skills. Organizing skills. Problem-solving skills. Analytical skills. Good literacy and Numeracy. Ability to deal with confidential matters. Teamwork. Ability to prioritize work and urgent matters. Ability to communicate at all levels (verbal and written communication). Customer Oriented. Outgoing personality.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Render administrative support to the Training and Development unit: Provide administrative support regarding access to Skills Development opportunities on the basis of individual development plans. Manage electronic and manual documents. Create and manage a database for learners and service providers. Update database for institutions. Verify accreditation of the qualification and registration of the institution. Logistical arrangements for HRD unit. Administer induction programmes. Administer skills development database. Liaise with the service provider on the registration of learners. Order and monitor stationery and refreshments. Provide administrative support to HRD unit. Coordination of Training and Development activities: Organise resources and refreshments for workshops. Records and submit the forms and documents related to claims, payments, and invoices. Capture training attended on PERSAL. Distribution of certificates. Administration of bursaries: Liaise with institutions when required. Quality assurance of bursary applications received. Compile a summary of the bursary applications received. Capture approved bursary applications on PERSAL and MS Excel. Compile memos for payments, and refunds. Administration of internship program and Adult Education and Training (AET) and Life skills: Assist with the process of learner registration. Organise learning resources to support a conducive learning environment. Liaise with relevant stakeholders. Update the database. Administration of a Recognition of improved qualifications and Experiential Learning Program: Schedule workshops for Recognition of improved qualifications and Experiential learning. Submit application forms to the CEO. Provide feedback to the applicants. Respond to any HRD related enquiries.

ENQUIRIES : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of HR Administrator: Training and Development is currently available in the Human Resources Section in GPAA.

POST 21/113 : **ADMINISTRATOR: APPEALS REF NO: ADMIN/APP/2026/06-1P**
Permanent
The purpose of this role is: To effectively provide administrative support to the Special Pensions Appeals Panel and the Special Pensions Appeal Board.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/Degree (at least 360 credits) will serve as an added advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. knowledge of records management. knowledge of Public Finance & Management Act. Knowledge of Programme and Project Management. Knowledge of National Archives and records Service

of South Africa Act. Knowledge of GPAA products and services. Knowledge of Special pensions Act. Knowledge of Financial Management. Analytical skills. Financial Skills. Customer relations Skills. Communication Skills (at all levels). Problem Solving Skills. Presentation Skills. Computer Literacy Skills. Motivational Skills. Organizing and coordinating skills. Work in a team. Customer Oriented. Ability to communicate at all levels. Outgoing personality. Ability to build strong network relationships. Integrity. Accountability.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide administrative support to Appeal Board: Correctly and efficiently prepare Board packs, referenced and system updated correctly, distributed within a day also measure in place to account for cases at Board Level. Correctly prepared and processed Board packs and distributed with specified time frame. Prepare and distribute Board pack after closing date and no records kept for what is distributed. Prepare and distribute Board packs with numerous errors after closing date and no records kept for what is distributed. Monitor, control, account and distribute Appeal cases within Appeal Panel: Correctly and efficiently prepare Board packs, referenced and system updated correctly, distributed within a day also measure in place to account for cases at Board Level. Correctly prepared and processed Board packs and distributed with specified time frame. Prepare and distribute Board pack after closing date and no records kept for what is distributed. Prepare and distribute Board packs with numerous errors after closing date and no records kept for what is distributed. Client Care Support: All Appeal cases acknowledged and letters send out to appellants, cases recorded and system updated accordingly, files distributed and accounted for to panel members. Second letter of apology sent out after 60 days of receipt of Appeal, escalating overdue matter to management for action. All Appeal cases acknowledged and letters send out to appellants, cases recorded and system updated accordingly, files distributed and accounted for to panel members. Appeal cases acknowledged and letters send out after 10 days from receipt of appeal, ineffective and inefficient document tracking. Put system in place to account for appeal cases, no acknowledgement of receipt send out to appellants. Monthly Reports: Monthly report prepared and submitted by month end, clearly demonstrating positive and highlighting challenges for management to action. Monthly report prepared and submitted by the end of month highlighting all the monthly activities with no errors. Monthly report prepared and submitted within one or two days after month end, without errors. Provide administrative support to the unit: Provide office administrative activities. Organise office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment/appliances for the section.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position for Administrator: Appeal is currently available at the Government Pensions Administration Agency: Special Pensions Unit.

POST 21/114 : **ADMINISTRATOR: POLITICAL VERIFICATION/ REGIONAL COORDINATOR REF NO: ADMIN.SP/POLVER/2026/06-1P**
Permanent
The purpose of the job is Render administrative support to then Regional Coordinators/ Researchers or Political Verifiers.

SALARY : R280 278 per annum (Level 06)
CENTRE : Cape Town
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/ Degree (at least 360 credits) will serve as an added advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. knowledge of administration procedures. knowledge of development of policies. Knowledge of Interpretation of Legal terms and Acts. Knowledge of court proceedings. Finance background. Work organizing skills. Computer literacy. Research skills. Communication skills. Creativity. Initiative, Integrity. Logical. Analytical thinking.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Records management of preparation of verification files: Verify information supplied by applicants. Prepare verification

files for verification team. Monitor and account file movement and distribute files to verifiers or Researchers. Provide and distribute of special pension research. Information to researcher. Provide administrative support to the unit: Render administrative support to the verification team. Follow up on cases file not verified. Provide input into the statistics for management decision making. Liaise and interact with relevant organisations to validate information for special pension status determination. Compliance with special pensions and GPAA legislation, regulations, policies and procedures. Dealing with Client services: Acknowledge, respond and resolve client queries, enquiries and complaints within verification. Record Client queries.

- ENQUIRIES** : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za
- NOTE** : One permanent position for Administrator: Political Verification/ Regional Coordination is currently available at the Government Pensions Administration Agency: Special Pensions Unit.
- POST 21/115** : **ADMINISTRATOR: TAXATION (PROCESSES) REF NO: ADMIN/TAX-P/2026/06-1P**
Management Accounting
Permanent
The purpose of the role is: To provide support of reconciliation in the administration of manual, electronic tax processes and resolution of related enquiries within organisation.
- SALARY** : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/ Degree (at least 360 credits) in Finance will serve as an added advantage. Computer literacy (MS Office products). Knowledge of the Income Tax Act and the interpretation thereof. Knowledge of GEP Law. Knowledge of the PFMA. Knowledge of the Pension Fund Act. Knowledge of the Retirement Fund. Excellent communication skills both written and oral. Good interpersonal skills. Good coaching skills. Numeracy skills. Methodical skills. Integrity, Reliability and Honesty. Quality orientation. Team orientation. Service orientation. Good leadership qualities.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: To effectively administer the manual and electronic calculation of tax. Collation of individual information with regards to income tax. Undertake the effective calculation of income tax electronically and manually. Capture data on electronic and manual tax calculation. Reconcile payment profile with tax master. Attend to audit queries and resolve them timeously. Effective administration of Garnishee orders from SARS. Implement garnishee orders from SARS (AA88's and IT88) (create). Compile IT88 and AA88 reports to SARS after every payment run. Ensure that proper collection of overpayments from SARS is done timeously. Provide the effective resolution of income tax related enquiries. Timorously attend to income tax related enquiries. Administrate continued adherence to relevant client care directives. Provide answers to call centre, walk –in Centre and regional offices on tax related issues. Process tax adjustment daily. Create/authorise tax refunds and recoveries. Create voluntary tax deductions as per pensioner instructions (TS01). Create journals on tax. Process the multiple incomes options received from clients (as per Paragraph 2B of the Fourth Schedule to the Income Tax Act). Request manual tax directives on ODS platform daily. Ensure that all ODS Tax requests are done daily. Ensure that once directive received Tax & payments are created in time and confirmed on the same day. Authorize tax deductions on Lump sum payments and update tax master correctly Process tax deductions for monthly pension arrears for the previous tax years as per tax directive response. Provide administrative support to the unit. Provide office administrative activities. Organise office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment/appliances for the section.
- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 21/116 : **ADMINISTRATOR ASSETS REF NO: ADMIN/ASSETS/2026/06-1P**
Management Accounting
Permanent
The purpose of the role is: to render administrative support services to the assets management section.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/ Degree (at least 360 credits) in Finance/ Supply Chain Management will serve as an added advantage. Computer literacy that includes working knowledge of MS Office products. Knowledge of Administration of assets. Knowledge of Project Management. Knowledge of Financial administration. Knowledge of General accepted Accounting Practice. Knowledge of PFMA. Knowledge of Corporate Governance. Good analytical skills. Good customer relations skills. Problem solving skills. Good communication skills. Good Interpersonal relations. Customer Orientated. Outgoing personality. Ability to build strong relationships. Ability to work in a team. Reliability. Honesty.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Barcoding of assets and updating asset register. Barcode items for identification purposes. Capture additions to the system. Capture assets movement on the system. Capture locations and responsibilities. Perform Physical asset verification and condition assessment. Conduct physical asset verification. Sub-asset list signed by responsible officials in allocated locations. Conduct condition assessment. Provide administrative support in the asset disposal. Record absolute, redundant and unserviceable asset. Conduct asset disposal via method approved by Asset disposal Committee. Capture the disposals on the register. Asset Depreciation and reconciliation. Run monthly asset depreciation. Prepare monthly reconciliation. Provide administrative support to the unit. File office correspondence, documents and reports. Generate sub asset register and update the assets register. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the Office. Order stationery and equipment for the section.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 21/117 : **ADMINISTRATOR: EMPLOYEE BENEFITS ACCOUNTING REF NO: ADMIN/EB-A/2026/06-1P**
Financial Accounting EB
Permanent
The purpose of the role is: to render administrative and financial support services to the EB Accounting sub-directorate section.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. Relevant National Diploma/ Degree (at least 360 credits) in Finance will serve as an added advantage. Computer literacy that includes working knowledge of MS Office products. Knowledge of General ledge bookkeeping. Good customer relations skills. Problem solving skills. Good communication skills. Ability to work in a team. Honesty. Integrity. Hard working.

DUTIES : Render financial accounting services. Collect, record and bank collected money at the cashier. Receive Pay Master General (PMG) statements. Allocate PMG debits. Allocate payments on the systems. Cancellation of returned payments. Capturing and allocation of receipts. Ensure that the deduction of Maintenance orders are implemented. Ensure that the Maintenance payment are done after each payment run. Provide the court with the Maintenance payment after every payment run. Ensure that follow ups are made for maintenance deducted and not yet paid. Manually calculate and create payments for interest on late pension. Create payments requested from other sections. Create and maintain pay points. Ensure that bank account details are captured on Portal. Ensure that recalls forms are completed. Ensure that feedback is received via status on Safety web. Process journal entries and corrections on foreign exchange rates, maintenance, post office etc. Remove end dates on payment instruction after ensuring that supporting documents

required are received. Create payments and journal related to claims received from Department of Internal Relations and Cooperation (DIRCO). Check the departmental debt list with South African Reserve Bank (SARB), accounts and send to National Treasury. Ensure that payment run list for foreign pensioners is sent to the bank. Ensure that payment run list for Masters is checked and send. Ensure that the external fund list is checked and send. Ensure that the departmental debt list is checked and send. Authorize telegraphic transfers on safety web. Correction of payment instruction. Ensure the administration services for Post Office. Ensures that vouchers for the foreign post offices are cancelled or crashed. Perform cancellations of expired vouchers and unpaid payments of the SA Post Office. Ensure that duplicate vouchers are issued when required. Ensure cancellation of payments for deceased members and Attend to queries. Perform administrative duties. Provide customer services to customers and commercial banks i.e confirmation of payments made to them and ensure all leave forms are received and submitted to HR. Read in/out files received/send on the system. Send interest letters to members, beneficiaries and external funds. Filing of reports and documents such as Payment run reports, Bank serve reports, Reserve bank reports, PMG statements. Ensure that salary advice are collected and distributed correctly and return signed schedule and uncollected payslip back to Salaries. Ensure that stationery is ordered and collected. Handling of general customer enquiries.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 21/118 : **ADMINISTRATOR: LOGISTICS REF NO: ADMIN/SCM/2026/06-1P**
Supply Chain Management
Permanent
The purpose of the role is: To provide administrative functions and support in the sourcing of good and services through quotation process for respective business units in GPAA.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/ Degree (at least 360 credits) in Supply Chain Management will serve as an added advantage. Computer literacy (MS Office products). Knowledge of PFMA, National Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts. Knowledge of Public Sector Procurement processes, rules and regulations. Financial administration. Interpersonal skills. Effective Organizational skills. Planning and decision-making skills. Analytical and problem-solving skills. Excellent communication and interpersonal skills Client orientation and Customer focus Communicate effectively at all levels. Work independently. Ability to work under pressure. Ability to work independently.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process requisitions for procurement of goods and services: Receive, check and process requisitions and specifications for sourcing of goods and services as per prescribed legislation. Ensure the utilization of the Central Supplier Database (CSD) supplier database in request for a competitive quotation process. Facilitate quotation process. Implement and maintain quotation process in accordance with legislation, departmental policies and procedures and National Treasury Instruction Notes. Receiving and opening RFQ documents. Assist in the facilitation of the Bid Evaluation sessions. Compiling RFQ documents. Ensure communication to suppliers and business units. Ensure that suppliers are rotated. Keep and update the register of RFQ's. Coordinate receipts and evaluation of RFQ's. Ensure receiving and checking quotations. Keep records of Quotations received. Schedule the evaluation session. Communicate the outcome to Business Units and Vendors. Registration of vendors on vendor master. Facilitate approval of quotations and Purchase Order generation. Vendor Management. Upload new vendor applications for approval. Update current vendor details. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment/appliances and refreshments (Bid Committee meetings) for the section.

- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za
- POST 21/119** : **ADMINISTRATOR: INJURY ON DUTY REF NO: ADMIN/IOD/2026/06-1P**
Programme 2.1
Permanent
The purpose of this role is: To provide administrative support and Supervision of Injury on Duty processes and activities within the unit.
- SALARY** : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' experience within the relevant environment in the administration of Employee Benefits environment. A recognized National Diploma (at least 360 credits) will serve as an added advantage. Computer literacy that includes working knowledge of MS Office products. Knowledge of GEPF services and products will be an advantage. Knowledge of Employee Benefits. Knowledge of GEP Law & applicable legislation within GEPF. Knowledge of COIDA. Knowledge of GPAA policies. Knowledge of Civil pension software (CIVPEN), workflow and portal. Knowledge of Public service prescripts and legislation. Analytical thinking skills. Financial management skills. Problem solving skills. Communication skills. Interpersonal skills. Administration skills. Customer Service Orientation. Proficiency in South African languages. Negotiation skills. Logical thinking. Attention to detail. Ability to build strong network relationships. Accountability. Accuracy and thoroughness. Ability to prioritize and meet deadlines. Ethical business conduct. Adhering to business ethics. Work in a team.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Administer Injury on Duty processes and activities. Open new (CP) Civil Pensions files. Report daily statistics. File documentation on files correctly. Verify all incoming documents for completeness. Verify all new IOD awards. Capturing of award. Type and send correspondence for outstanding documents from employers/members and compensation Fund. Communicate with stakeholders regarding changes of their pension. Handle internal and external enquiries. Administer and process IOD Claims. Capture payments, which include arrears as well as new and old payments. Process continuation of children's pensions and create arrears thereof. Processing of re-calculations and the arrears payments (superseding awards, life certificates and old cases). Administration of rejected and redirected IOD Claims. Interpret and apply directives policies and rules (COIDA). Liaise with other business units, external organizations and clients. Preparing system reports on the IOD liabilities and submit to the finance team monthly.
- ENQUIRIES** : Melusi Dhlamini Tel No: (012) 319 1058
Enquiries.erecruitment@gpaa.gov.za
- POST 21/120** : **ADMINISTRATOR MILITARY PENSION REF NO: ADMIN/MP/06-1P**
Programme 2.1
Permanent
The purpose of this role is: To ensure effective administrative support within Military Pensions for Programme 2.1.
- SALARY** : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' experience within the relevant environment in the administration of Military Pensions. A recognized National Diploma (at least 360 credits) will serve as an added advantage. Computer literacy that includes working knowledge of MS Office products. Knowledge of Military Pensions Act. Knowledge of GEPF Service and Products. Knowledge of Military Pensions Policy and Medical Treatment. Knowledge of Standard Operating Procedures. Effective Organizational skills. Problem Solving skills. Interpersonal relations. Customer oriented. Ability to communicate at all levels. Ability to take responsibility. Must be able to meet deadlines. Ability to work with team and under pressure.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Verifying of Military cases and claims. Verifying incoming documents for correctness. Barcoding and linking of incoming documents / applications. Check all incoming claims for duplications. Verifying

and capturing of new applications (create MP number). Generate error letter to request missing information / documentation. Completion of précis for new applications / reviews and spouses' applications. Prepare manual complex calculations. Capturing of payments for, Administration of annual increase on the system. Resolve customer queries. Typing and checking of correspondents less than 18yrs, and spouses. Monitor continuation of dependents > 18 years. Preparation of journals for overpayments. Scanning / Indexing of documents and MP files. Verifying of Medical Account cases and claims. Administration of medical accounts for Military Pensioners, Injury on Duty and War Pensioners from foreign countries residing in South Africa. Verify incoming documents for correctness. Check all incoming medical accounts claims. Verifying and capturing of new applications. Check incoming claims for duplications. Verify correctness and accuracy of payments. Resolve customer queries. Typing and checking of correspondence. Processing Medical Accounts cases and claims. Processing of Medical Pensions payments. Send Correspondence to external member, organizations and process claims. Interact with SANDF and other departments. Process payments for medical invoices. Effective handling of enquiries. Capture and updating banking details. Processing Military Pensions cases and claims. Processing Military Pensions cases and claims. Monitor continuation of dependent's allowances for dependents less than 18yrs. Send correspondence to external member, organizations and process claims. Interact with SANDF and other departments. Doing manual calculations on military pensions. Interpreting and applying directives of daily statistics. Effective handling of enquiries. Effectively preparing system reports on the MP liabilities and submit to the finance team on a monthly basis.

ENQUIRIES

: Melusi Dhlamini Tel No: (012) 319 1058
Enquiries.erecruitment@gpaa.gov.za