

Are you smart? Professional? Efficient? Effective? Passionate about your work?

The Government Pensions Administration Agency (GPAA) is a government component which reports to the Minister of Finance and administers funds and schemes on behalf of the Government Employees Pension Fund (GEPF), the largest pension fund in Africa. It thus administers the pension affairs of approximately 1,7 million government employees and those of pensioners, spouses and dependants.

To meet the needs of our changing client base, the GPAA is modernising. In order for this modernisation to be effective, we are looking to bring bright and enthusiastic professionals from all disciplines of life, who are interested in contributing towards positive change, into our fold. If this is you, please apply for the posts detailed below:



ASSISTANT MANAGER: RE-ISSUES AND UNCLAIMED BENEFITS (Ref: AM/RIUB/2015/10-1C) FINANCE R 289 761.00 per annum plus 37% in lieu of benefits 36 months contract PRETORIA

One position of an Assistant Manager: Re-Issues and Unclaimed Benefits is currently available at the Government Pensions Administration Agency. This position will be filled on a 36 months contract.

KEY RESULT AREAS:

The purpose of the role is to assist the Manager in tracing of beneficiaries to enable the re-issuing of benefits for GPAA.

Support the administration and processing of re-issues:

- Supervise the processing of journals and general ledger transactions related to re-issuing of benefits, checking compliance with standard accounting procedures.
- Ensure that the tracing of beneficiaries for re-issue purposes occurs in terms of relevant processes and procedures.
- Assess the authenticity of beneficiaries successfully traced.
- Approve the amendment of pay point changes according to relevant policies.
- Authorise journal and general ledger transactions on re-issue, confirming the accuracy of figures presented.

Manage the operations of the re-issues section:

- Check the integrity of the re-issues data being captured on the system; make sure that it is reliable and valid at all times.
- Coordinate daily operational activities to ensure that the area functions effectively and efficiently, achieving service level agreements.
- Assist in compiling various communications to be distributed to all stakeholders from the re-issues area, ensuring accuracy and professionalism of communication.
- Submit reports, reflecting accurate information on achievement of the section's objectives for reporting.

Implement and maintain internal control processes for the section

- Recommend internal procedures and processes which will improve effectiveness and efficiency of the section and ensure adherence
- Research latest trends and developments relating to the section, recommending plans to improve service delivery to the Manager.
- Provide information for management forums within GPAA, contributing accurate details to enable sound decision making.

Section Management

- Deal with queries and escalated issues in timely manner, achieving resolution.
- Manage the performance of direct reports in accordance with the GPAA performance management policy and procedure.
- Identify training and development needs, implementing plans to address requirements, as appropriate.
- Manage staff resources and productivity, minimizing absenteeism.
- Compile work plans for the section achieving a consolidation of operational plans.
- Discipline staff in accordance with organizational codes and procedures so that improvement is shown.
- Facilitate communication through appropriate structures and systems
- Monitor compliance to allocated budget, raising non-compliance

identified with Manager.

REQUIREMENTS:

- B.Com/B.Compt or a three year recognized Tertiary qualification in Finance with at least 5 years Financial Accounting experience of which at least two years involved supervising/management of staff
- Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be an added advantage
- Knowledge of PFMA and National Treasury regulations will be an advantage.
- Computer literacy that would include a good working knowledge of Microsoft Office products

COMPETENCIES:

- Proven ability to build, manage and foster a team-oriented environment;
- Excellent communication (written and oral) and interpersonal skills;
- Excellent leadership and management skills;
- Embracing continuous improvement.
- Ethical business conduct/Integrity
- Must be able to work independently, but must know when assistance is required
- Deadline driven and ability to work under pressure
- Ability to prioritize urgent matters
- Project Management skills
- Collaboration
- Emotional intelligence

PLEASE NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Mapule Mahlangu 012 399 2639, Government Pensions Administration Agency (GPAA), hand delivered to 34 Hamilton street, Arcadia, Pretoria, before 12h00 on closing date.

Closing date: 21 October 2015 before 12h00 noon. No faxed/e-mailed or late application will be accepted.

Requirements of Applications: Must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gpaa.gov.za (Originally signed). Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID and drivers license if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than three months. Application that do not meet the above requirements will be deemed as unsuccessful.

Candidates must agree to the following: Signing a Declaration of Secrecy, that a thorough reference and Security Clearance check with regard to work performance will be done, South African citizenship, qualifications, criminal and credit record can be done and if it is not positive, the candidate can be asked to leave the service of the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Government Pensions Administration Agency reserves the right not to fill the advertised position. It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test.



the gpaa

Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA