

# 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:



## EB ADMINISTRATOR: MEMBERSHIP

REF: EBA - MEM/2015/10/02C RA/2016/05 - 1C

R 171 069 per annum (Basic Salary) plus 37 % in lieu of benefits

Contract ending: 31 March 2018

PRETORIA

One **EB Administrator** position is currently available at the Government Pensions Administration Agency: Membership unit. This position will be filled on contract and will end 31 March 2018.

### KEY RESULT AREAS:

The incumbent will be responsible for a wide variety of administrative tasks which includes, but not limited to the following:

- Admission of new members to the Fund
- Verify and accurately capture member's details on the system in accordance with relevant legislation
- Rectify employment and service period details of members
- Interpreting and applying directives, policies and rules (GEPF Law 1996)
- Writing letters and responding to benefit payment enquiries
- Deals with dedicated queries as a matter of urgency and ensures that resolutions are implemented

### REQUIREMENTS:

- An appropriate recognized three year tertiary qualification with 18 month experience in the Employee Benefit / Retirement Fund administration environment or
- Grade 12 (With Mathematics or Accounting as a passed subject) and a minimum of 3 years appropriate proven experience in the Employee Benefit / Retirement Fund administration environment
- Computer literacy that includes a good working knowledge of

Microsoft Office products, especially MS Excel and MS Word

- Knowledge and experience of CIVPEN will be an added advantage.
- Knowledge of the Government Employees Pension Law, rules and policies governing the GEPF will be an advantage

### COMPETENCIES:

- Good interpersonal relations
- Ability to work in a team
- Ability to work in a pressurized environment
- Effective communication skills (written and verbal)
- Effective organizational skills
- Good numerical skills

**PLEASE NOTE:** Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Thenjiwe Gasa as indicated at the end of the advert, Government Pensions Administration Agency, 34 Hamilton street, Arcadia Pretoria, 0001 before 12h00 noon on the closing date. For enquiries, please contact Ms Gasa on 012 - 319 1304.

**Closing date:** 24 May 2016 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 <http://www.info.gov.za/documents/forms/employ.pdf> (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. Applications that do not meet the above requirements will be deemed unsuccessful.

**Candidates must agree to the following:** Giving permission to be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/assets record check, qualification/study verification and previous employment verification). Successful candidates may also be subjected to a skills and knowledge test, if applicable and a security clearance may be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). GPAA reserves the right not to fill the advertised position. 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.

It is intended to promote representivity through the filling of this post and the candidature of person whose promotion/appointment will promote representivity will receive preference.



the gpaa

Department:  
Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA