

# 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: WITHDRAWALS

(Ref: EBA - WD2015/09-8c)

### Withdrawals Unit

24 months contract

**R 158 958.00 per annum (Basic Salary) plus 37 % in lieu of benefits**

PRETORIA

Various **EB Administrator** positions are currently available at the Government Pensions Administration Agency: Withdrawals Unit. These positions will be filled as 24 months contract positions.

#### KEY RESULT AREAS:

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

- Processing of pension benefits
- Manual calculation of pension benefits
- General administrative duties
- Interpreting and applying directives, policies and rules (GEP Law 1996)
- Liaising with other divisions, external organizations and clients
- Writing letters and responding to benefit payment enquiries

#### 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 Alletha Mashiane 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 Alletha Mashiane on 012 - 319 1218.

**Closing date:** 18 November 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 <http://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. Applications 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; 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 shortlisted 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