

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:



FUND ACCOUNTANTS: MEMBERSHIP AND CONTRIBUTIONS

(Ref: FA/MC/2015/09 RA 2014/10-13C)

Finance

24 Months contract

R196 278 per annum plus 37% in lieu of benefits

PRETORIA

Various Fund Accountants are currently available at the Government Pensions Administration Agency: Employee Benefits: Membership and Contributions Management Division, responsible for the collection of contributions payable to the Fund and installments/contributions payable in respect of periods of service purchased (recognised as pensionable service). These positions will be filled as **24 months contract**.

KEY RESULT AREAS:

The incumbent will be responsible for a wide variety of accounting and membership tasks which includes the following:

- Reconciliation of contributions payable at member and employer level; and/or
- Reconciliation of installments/contributions payable in respect of periods of service purchased (recognised as pensionable service)
- Facilitate the rectification of employee records on the pay roll applications and National Treasury Transversal System by the employers in question
- Follow up on contributions/installments owing
- Authorize/Confirm payments for contribution/installment refunds
- Levy interest on late payments
- Authorize/Confirm correcting journals Processing applications for Participating Employers to the GEPF
- Arrange meetings with employers to discuss problems and resolutions to error cases and member's roll exceptions relating to the former
- Check and sign off on arrear calculations, journals, errors and other documents generated during the investigating process
- Liaise with users of the GEPF Online employer Services Portal
- Manage additional liability claims
- Prepare monthly management reports
- Management and supervision of staff
- Manage performance assessment and development of staff
- Assist with audit, actuarial and general queries
- Create and update complaint register and follow up on complaints received

REQUIREMENTS:

- An appropriate (Finance related) 3 year tertiary qualification with two years proven experience in contributions/financial management/accounting environment OR
- A Senior Certificate with Mathematics, Commerce or Accounting as passed subjects coupled with 5 years proven experience in contributions/financial management/accounting environment.
- Must have good knowledge of the collections environment (knowledge of pension or other contributions environment would be an advantage).
- Knowledge of GEPF Rules and Regulations and/or the pension fund administration environment will be an added advantaged.
- Computer Literacy that would include a good working knowledge of Microsoft products, especially Microsoft Excel.
- Supervisory experience will be an advantage.

COMPETENCIES:

- Excellent reconciliation and financial calculation capabilities
- Excellent communication skills (written & verbal)
- Must be able to take responsibility
- Must be able to work independently, but must know when assistance is required
- Must be able to work under pressure and adhere to due dates
- Good interpersonal relations
- Customer service orientation
- Attention to detail
- Deadline driven
- Ability to work under pressure
- Integrity, reliability and honesty

PLEASE NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Felicia Mahlaba, Government Pensions Administration Agency, 34 Hamilton street, Arcadia, Pretoria 0001 before 12h00 noon on the closing date. For enquiries, please contact Ms Mahlaba on Tel no 012 319 1455.

Closing date: 7 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 <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