

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 post detailed below:



FUND ADMINISTRATOR: EMPLOYEE BENEFITS ACCOUNTING (Ref: FA-EB/2015/09 – 1C)

Finance

24 Months contract

R 158 985 per annum (Basic Salary) plus 37% in lieu of benefits

PRETORIA

One **Fund Administrator** position at Finance: Employee Benefits Accounting is currently available at the Government Pensions Administration Agency (GPAA). The position will be filled as 24 months contract.

The key output from the role is to provide effective and efficient administration support services to the Finance: Employee Benefits Accounting Unit within GPAA.

KEY RESULT AREAS:

The successful candidate will be responsible for the following:

Render financial and accounting services

- Calculate late payment interest
- Pay late payments interest to members and dependants
- Make payment to suppliers/institutions
- Create payments and journals related to claims received from DIRCO (Department of International Relations and Cooperation)
- Change payment numbers on required payment instructions
- Remove end dates on payment instructions after ensuring receipt of all supporting documents required
- Create journal entries for exchange rate differences relating to foreign bank returns
- Collect, record and bank money collected by the cashier
- Process journal entries and corrections

Perform administrative duties

- Providing of reports and documents
- Providing interest payment statistics
- Writing and sending of letters to pensioners and/or members

- Reading in or out of files received or send on the system
- Submitting leave forms to the Human Resources unit after approval by the Head
- Ordering and collecting all the necessary stationery required within the unit
- Collecting and distributing pay slips within the unit and returning signed payroll reports and uncollected pay slips back to the Payroll unit
- Attend to enquiries

REQUIREMENTS:

- A 3 years recognized tertiary qualification in Finance (accounting as a subject) with 18 months practical experience in financial administration OR
- Grade 12 (Mathematics and Accounting (higher grade) as a passed subject) with 3 years' experience in financial administration
- Must have good knowledge of accounting principles
- Computer literacy that would include a good working knowledge of Microsoft Office products (MS Word, MS Excel and MS Outlook)

COMPETENCIES:

- Good planning, organizing and coordinating skills
- Problem solving skills in an administrative environment
- Good communication skills (written and verbal)
- Ability to work under pressure
- Must be able to take responsibility

PLEASE NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Alinah Mogaswa 012 399 2487, Government Pensions Administration Agency, 34 Hamilton street, Arcadia, Pretoria 0001.

Closing date: 2 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.gpaa.gov.za> (Originally signed). Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers license if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Applications that don't meet the above requirements will be deemed as regret.

Candidates must agree to the following: Signing of a Declaration of Secrecy, that a thorough reference and Security Clearance check with regard to work performance, SA 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 this post and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. If you have not been contacted within 3 months after 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