

# 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: MEMBERSHIP AND CONTRIBUTIONS (Ref: FA/MC/2016/06-01P- RA 11/2014) R171 069 per annum (basic salary) PRETORIA

One Fund Administrator position is 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). This post will be filled permanently.

### 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;
- 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 and regular follow ups thereon;
- Authorize/Confirm correcting journals Processing applications for Participating employers to 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 GEPF's Online employer services portal;
- Reconciliation of additional claims;
- Prepare monthly/weekly management reports;
- Assist with audit, actuarial and general queries;
- Create and update the complaints register and follow up on complaints received;
- Calculation/confirmation of Z102s; and
- Follow up/escalation of all outstanding claims in terms of the Debtor's Policy.

### REQUIREMENTS:

- An appropriate (Finance-related) three-year tertiary qualification with a continuous 18 months proven experience in contributions/financial management/accounting environment; OR
- A Senior Certificate with Mathematics, Commerce or Accounting as passed subjects coupled with a continuous three years' proven experience in contributions/financial management/accounting environment;
- Excellent reconciliation and financial calculation capabilities;
- Good knowledge and experience of the collections environment;
- Knowledge of pension or other contributions environment would be an advantage;
- Knowledge of GEPF's Rules and Regulations and/or the pension fund administration environment will be an added advantage;
- Computer Literacy that would include a good working knowledge of Microsoft products, especially Microsoft Excel and Microsoft Word.

### COMPETENCIES:

- Excellent communication skills (written and 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; and
- Integrity, reliability and honesty

**PLEASE NOTE:** Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Alinah Mogaswa, Government Pensions Administration Agency, 34 Hamilton street, Pretoria, 0001 before 12h00 noon on the closing date. For enquiries, please contact Ms Mogaswa on Tel no 012 399 2487.

**Closing date: 23 June 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 [www.gpaa.gov.za](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 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 (SQAQA). 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