

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:



SPECIALIST: STRATEGIC SUPPORT: GOVERNMENT PENSIONS ADMINISTRATION AGENCY STRATEGY AND POLICY, Pretoria (Ref: SP/SS/2018/05-1C) R 657 558 to R774 576 per annum (all-inclusive package), 12 months contract

The purpose of the position is to support the office of the CEO by providing planning, implementing, execution and reporting services for the achievement of the goals of the GPAA.

KEY RESULT AREAS:

The successful candidate will be responsible for the following functions and include, but not limited to:

Develop and maintain strategy planning systems

- Develop and implement the operational plan for the CEO's office.
- Develop and implement effective programme business planning models.
- Develop and implement effective Business Unit operational plans.
- Align the strategic plan framework to legislation.
- Develop policy gap analysis to reduce strategic risk.

Facilitate processes on the identification of priorities to inform GPAA's strategic plan

- Develop and distribute reporting templates.
- Conduct needs analysis/facilitate workshops and use other tools to identify priorities.
- Develop gap analysis and diagnostic reports.
- Identify gaps from situational analysis.
- Utilize established best practice, processes and methodologies to leverage on previous experience, to evaluate business needs.
- Review and implement strategic planning framework.

Analyse sector plans to ensure the alignment of GPAA to the Customer priorities and programmes

- Identify risk factors associated with the GEPF & National Treasury SLA.
- Provide on-going advice for operational efficiency and effectiveness, and broader alignment to customer SLA's
- Review strategies and plans within the context of changing stakeholder demands, redirecting efforts as necessary, in lieu of customer strategies.

Support GPAA with regard to the planning of processes

- Develop a proposed high level programme plan in accordance with project objectives.
- Assist in developing the Annual Performance Plan.

Implement Annual Performance Plan (APP)

- Comply with prescribed Presidency submission dates.
- Cascade the APP into the business:
 - o Tactical level
 - o Operational level
 - o Activity level
 - o Individual performance plans

REQUIREMENTS:

- A recognized 3 year tertiary qualification (at least 360 credits) in Management or equivalent three year qualification with 6 years' appropriate experience in a strategic planning environment of which should include a minimum of three years proven management experience
- Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word.
- A Post-graduate degree in Strategy will be an advantage
- A Portfolio of evidence will be a prerequisite.

KNOWLEDGE/ COMPETENCIES/ SKILLS:

- Strategic Workshop Facilitation
- Planning methodologies and techniques
- Management Information Systems
- Technical designs for strategy
- Communication and problem solving
- Negotiation
- Report-writing
- Presentation
- Conflict management
- Decisive
- Attention to detail
- Honesty and integrity
- Customer and client focus
- Quality oriented
- Public Service legislation and regulatory frameworks

NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Thenjiwe Gasa on tel 012 319 1304, Government Pensions Administration Agency, 34 Hamilton street or Private Bag X63, Arcadia, Pretoria 0001.

Closing date: 4 June 2018 before 12h00, No faxed / e-mailed / late applications will be considered.

Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret.

The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

The candidate must take note of: 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. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA