

# 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:



## PERSONAL ASSISTANT: GENERAL MANAGER CLIENT RELATIONSHIP MANAGEMENT (PA/GMCRM/2015/11 -1P)

### GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA) R196 278 to R231 210 per annum (Basic Salary) Level 7 PRETORIA

One Personal Assistant position is currently available at the Government Pensions Administration Agency: Office of the General Manager CRM. This position is a permanent position.

#### KEY RESULT AREAS:

The successful candidate will be responsible for the following functions:

Providing a secretarial support service that includes:

- Maintaining the GM CRM's diary, prioritizing appointments and managing an electronic document system
- Managing and preparing travel and accommodation arrangements
- Receiving and acknowledging all correspondence and handling all confidential documents in the office
- Preparing reports, submissions, presentations and correspondence for the General Manager CRM
- Being the Face of Office of the General Manager

Providing administrative support that includes, but that is not limited to:

- Organizing the office of the General Manager CRM and prioritizing work in line with key events, which includes the coordinating of logistics around functions, conferences, meetings etc.
- Answers and screens phone calls and manages the General Manager's mail
- Schedules and coordinates appointments, meetings and events, including registration and travel arrangements as necessary
- Assist with transcribing drafts, and proof reads correspondence, memos, flyers, agendas, minutes, resolutions and policies inclusive of dictation of meetings
- Assists in the completion of various forms, notices, press releases and other communications, which may require posting and/or publication
- Consolidate project reports for the GM
- Assists Client Relationship Management in meeting preparation, set-up and clean up
- Provide information to Communications regarding client outreach programmes and stakeholder meetings
- Prepares for monthly and special CRM MANCO meetings
- Consolidate and follow-up on input for the General Managers report
- Ensuring that the General Manager CRM is fully prepared for meetings

- Assisting the General Manager CRM with the fulfillment of managerial responsibilities, the preparation and quality control of all documents emanating from her office
- Ensuring that all queries that reach the GM CRM's office are promptly resolved and that feedback is given, in a professional manner, to clients, within 24 hours of having received the query
- Taking minutes during meetings
- Assisting the GM CRM in following up on documents submissions, reports etc. before due dates

#### REQUIREMENTS:

- An appropriate and recognised 3 year qualification (Secretarial/Office Management) coupled with 2 years secretarial experience/office administration or Grade 12 with 5 years' experience in the field of secretarial/office administration.
- Experience in compiling memos and taking minutes.
- Knowledge of the MS Office package, with experience in word processing, Outlook, PowerPoint and Excel.

#### COMPETENCIES:

- Exhibits ability to constructively deal with conflict and afford effective resolutions
- The capacity to manage large volumes of information.
- The ability to work independently
- Commitment to high standards of quality control
- Excellent verbal and written communication skills
- Professional
- Punctual, resilient and honest with a high level of integrity and ability to work under pressure
- Excellent organisational skills
- Ability to prioritize urgent matters and deal with very confidential matters
- Willing to work after hours if and when required.
- Strong sense of confidentiality
- Sense of urgency
- Proactive
- Exhibits willingness to ensure successful inter-departmental relationships
- Client centricity and driven

**PLEASE NOTE:** Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Thenjiwe Gasa, Government Pensions Administration Agency, 34 Hamilton street, Pretoria, 0001 before 12h00 noon on the closing date. For enquiries, please contact Ms Gasa at Tel no 012 319 1304.

**Closing date: 15 December 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 [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 (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

Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA