

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:



RESEARCH AND POLICY ANALYST

Ref: RPA/SP/2015/11-1C/2016-04RA

GOVERNMENT PENSIONS ADMINISTRATION AGENCY
R612 822 - R721 878 per annum (all inclusive package)

24 months contract
STRATEGY AND POLICY
PRETORIA

The purpose of the position is to support the office of the CEO by conducting research and assist with policy development for the GPAA.

KEY RESULT AREAS:

The following core areas of responsibility will apply:

Conduct research activities on sector specific programmes

- Conducts needs analysis and identify areas of research
- Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies
- Draft research specifications, based on needs analysis
- Conduct research, using different research methodologies, within timeframes and budget
- Maintain quality control of research
- Respond to external and internal research enquiries
- Compile formal research reports

Maintain the repository of research products and facilitate dissemination of research results

- Manage numbering and archiving system of researched products
- Record and monitor research project plans
- Implement and maintain a research library
- Create access paths to academic journals
- Interact with academic librarians

Develop and review new and existing policies for the Department

- Assist with liaison with external and internal auditors;
- Assist with preparation and provision of year-end audit file;
- Assist with preparation and provision of additional information required by the auditors;
- Assist with resolutions of internal and external audit queries; and
- Assist with the implementation of internal and external audit recommendations

Assist with investment accounting related projects

- Maintain Policy library and indexing system
- Developing and revising Departmental policies
- Drafting new policies
- Make recommendations for changes to policy
- Assist in the development and implementation of the checklist for all policies
- Develop monthly reports

Provide support and advise on policies and practices

- Conduct training and awareness sessions on policies
- Develop and circulate pamphlets/documentation regarding policies and implementation/changes
- Develop articles for circulation to staff.
- Maintain the policy library on the intranet

REQUIREMENTS:

- A recognised three year B Degree psychology/sociology/economics/ or related field
- Must have eight (8) years in Research and Policy development and Strategic planning experience
- Experience in writing research and policy reports
- Portfolio of evidence will be a prerequisite

KNOWLEDGE COMPETENCIES AND SKILLS:

- Knowledge of Research methodology
- Knowledge of Qualitative and Quantitative research
- Knowledge of Legislative enquiry
- Knowledge of Policy analysis and drafting
- Knowledge of Corporate Governance
- Ability to conduct research independently with the context of the GPAA
- Ability to think analytically and creatively
- Proven research skills
- Policy, Legal and Report writing skills
- Presentation skills
- Problem solving skills
- Interpreting statistics
- Forecasting
- Innovative
- Commitment
- Inquisitiveness
- Analytical thinking
- Positive outlook
- Attention to detail
- Computer literacy in all Microsoft packages including MS Office Pro

Candidates should specifically list in their CVs the publications they were the author of or to which they made a substantial contribution, as well as unpublished research and management consulting reports.

Closing date: 6 May 2016 before 12h00 noon. No faxed/e-mailed or late application will be accepted.

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, Arcadia, Pretoria, 0001 before 12h00 noon on the closing date. For enquiries, please contact Thenjiwe Gasa at tel no 012 319 1304. We will recommend for you to hand in your application at any of our Regional Offices instead of posting your application.

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 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: Signing a Declaration of Secrecy, that a thorough reference and Security Clearance check with regard to work performance will be done, South African 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 these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. 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. 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

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA