

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:



GENERAL MANAGER: OFFICE OF THE CEO & STRATEGIC SUPPORT

Office of the CEO • Pretoria (Ref: GMCEOSS/2017/11-1P)

REMUNERATION: R1 127 334 TO R1 347 879 PER ANNUM (ALL-INCLUSIVE PACKAGE)

One General Manager: Strategic Support position (permanent) in the Office of the CEO is currently available at the Government Pensions Administration Agency.

KEY RESULT AREAS:

Ensure the implementation of the Division's strategy:

- Develop, implement and monitor achievement of an effective Business Plan.
- Ensure the development, implementation and maintenance of Division policies, procedures, and processes, in accordance with best practice.
- Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Division.
- Contribute to the annual strategic plan.
- Analyse Division trends and prepare management reports.
- Track new developments in practices to improve the effectiveness and efficiency of the Division.
- Develop a management effectiveness and leadership strategy.
- Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation.
- Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters.
- Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures.
- Monitor compliance with relevant legislation throughout all Division functions.
- Ensure the provision of accurate and current advice regarding Division functions to all stakeholders.
- Ensure analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies.
- Ensure quality of service provided to internal and external customers / clients / stakeholders.
- Represent the Division at all relevant committees and forums.
- Proactively ensure the identification and mitigation of risks.

Ensure the provision of marketing, communication and stakeholder management services:

- Manage the rendering of media and stakeholder liaison services.
- Manage the rendering of branding, events and advertising services to the Department.
- Manage the rendering of effective and efficient internal communication support services to the Department.
- Manage the rendering of publication services.

Ensure and coordinate all monitoring, evaluation and reporting systems in the Department:

- Manage the development, maintenance and implementation of evaluation guidelines and frameworks.
- Manage the organisational performance monitoring and reporting for the Department.
- Coordinate and manage the implementation of integrated Departmental M&E data systems.

Ensure the provisioning of strategic planning, research and policy implementation for the Department:

- Manage and coordinate the implementation of strategy and planning programmes.
- Coordinate and prepare strategic performance review and reports for the Department.
- Manage all research and policy development in the Department.

Manage all the resources in the Division:

- Ensure the development and management of staff within the Division.
- Implement and maintain a relevant management approach to support effective business results within the Division.
- Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery.
- Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation.
- Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Division.

REQUIREMENTS:

- A relevant Bachelor's degree / B Tech (NQF7) as recognised by SAQA.
- At least five years' senior management experience within the relevant field.
- A minimum of ten years' experience in Corporate Monitoring / Strategy and Policy / Marketing and Communications.
- Proven track record as a Division Head.
- Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage.

SKILLS, PERSONAL ATTRIBUTES AND KNOWLEDGE:

- Strategic capability
- Service delivery innovation
- Financial management
- People management and empowerment
- Programme and project management
- Change management
- Communication
- Knowledge management
- Problem solving and analysis
- Respect, integrity, courtesy and transparency
- Service Excellence
- Emotional Intelligence
- Team Player
- Knowledge of Benefits Administration
- Knowledge of relevant legislative requirements and GPAA policies and procedures
- Industry knowledge
- Knowledge of Pension Fund Regulations and Rules
- Knowledge of Compliance Management
- Knowledge of customer relations (channel management).

NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Thenjiwe Gasa, at tel: (012) 319 1304, Government Pensions Administration Agency, **hand deliver to:** 34 Hamilton street, Arcadia, Pretoria, **or post to:** Private Bag X63, Pretoria, 0001, to reach us before 12h00 noon on closing date.

Closing date: 04 December 2017 at 12h00 noon. 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-employment 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 shortlisted 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 an annual performance agreement and will be required to undergo a security clearance.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA