

# 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:



## SENIOR MANAGER: HUMAN RESOURCES (SM/HRA/2015/10-1P) R864 177 to R1 017 972 per annum (annual cost to company) PRETORIA

The primary goal of the Senior Manager: Human Resources is to support the General Manager HR in achieving the GPAA's HR goals by ensuring the effective and efficient running of the daily operations of the HR Administrative Department.

### DIMENSIONS OF ROLE:

The Key Output from the role is efficient operations of the HR department including accurate record keeping and the deployment of an effective organisational structure for the GPAA.

The key value delivered by the role is the reduction in staff **turnover** and **absenteeism**, increased **employee satisfaction**, and improvement in GPAA staff performance, to drive overall **organisational performance** and **customer satisfaction**.

The Senior Manager: Human Resources will be responsible for managing the Human Resources affairs of the GPAA in particular the HR Plan including the following:

- Recruitment Selection and Placement
- Appointments, Terminations, Transfers and Promotions
- Basic Conditions of Service
- Performance Management

### KEY RESULT AREAS:

#### Perform and reward

- Develop and maintain a performance management framework and system that focuses on the development of staff to shift the staff performance curve, which forms the basis for team and individual rewards, promotions and salary increases.
- Develop formal performance agreements for all GPAA staff, based upon the job profile, development plan and business unit operating plan, to align staff performance with departmental and organisational goals.
- Ensure that formal performance reviews are done twice a year to reflect actual staff performance and identify gaps in staff competencies.
- Develop and maintain competitive compensation and reward policies to reward staff for exceptional performance.
- Ensure that an appropriate grading system is in place to grade and maintain grading for all new roles and jobs.
- Provide relevant management training to line managers to enable them to facilitate, coach, mentor and manage staff performance.

#### Appointments, terminations, transfers, promotions

- Supervise the line managers responsible for accurate record keeping of all appointments, terminations, transfers and promotions to record the changes in the workforce with regards to numbers and positions and to reflect the true profile of employees at any given time.

#### Awareness and compliance to Basic Conditions of Employment

- Foster awareness with GPAA line managers and staff to ensure greater compliance with the Basic Conditions of Employment.
- Supervise the line managers with regards to the correct application of the Basic Conditions of Employment in respect of Leave, PILIR and SMS, MMS, Housing, Probation and TOD.

### Team-based approach

- Develop and implement a team-based approach to formalise team structures, team targets and team rewards across the Recruitment, Selection and Placement department, the Performance Management department, Appointments, Terminations, Transfers and Promotions Departments

### Industry developments

- Track new developments in HR Administration practices to improve the effectiveness and efficiency of the HR Administration function and overall staff performance.
- Monitor changes in HR Administration guidelines and labour legislation, to make recommendations where GPAA policies and procedures need to be amended.

### REQUIREMENTS:

- Recognized three years degree in HRM or an equivalent three year qualification
- At least ten years in-depth experience in Human Resource Management of which at least 5 years must be in a relevant management role
- Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage

### COMPETENCIES:

- Strategic thinking skills
- Lateral thinker and effective problem solver
- Ability to communicate at all levels
- Service Excellence
- High degree of Integrity
- Emotional Intelligence
- People Management and empowerment
- Change management skills.
- Ability to find workable solutions while dealing with multiple constituents and conflicting objectives
- Organisational awareness
- Change Management skills
- Highly professional
- Demonstrable history of execution, leadership and teamwork skills
- Negotiation skills
- Measuring and managing unit performance.
- Maintaining collaborative relationships.
- Setting standards and ensuring quality.
- Planning and managing resources.
- Problem solving and analysis.
- Ability to find workable solutions while dealing with multiple constituents and conflicting objectives.
- Working towards an integrated service
- Embracing continuous improvement.

**Please note:** The responsibilities of the position are subject to change as GPAA is in the process of transformation

**PLEASE NOTE:** Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Alinah Mogaswa 012 399 2487, Government Pensions Administration Agency, 34 Hamilton street, Arcadia, Pretoria 0001.

**Closing date:** 13 November 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 document and driver's license if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Application that don't meet the above requirements will be deemed as regret.

**Candidates must agree to the following:** Signing of a Declaration of Secrecy, that a thorough reference and Security Clearance check with regard to work performance, SA 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 3 months after 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