

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:



The GPAA's 2015/2016 INTERNSHIP PROGRAMME The stipend amount R55 332.90 per annum (12 months contract)

The Government Pensions Administration Agency (GPAA) is looking at sharing its skills and expertise with some of South Africa's capable and energized young professionals. Before you consider working with us, below is a brief overview of who we are and what we do.

The GPAA's story

The Government Pensions Administration Agency, the GPAA for short, is a component of the South African government that 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, and National Treasury. We thus administer the pension affairs of approximately 1,7 million government employees and pensioners, as well as the affairs of their spouses and dependants.

We were born out of the separation of the fiduciary GEPF from its pension administration component in early April 2010. This separation was a new development in government pensions administration in South Africa, spelling the introduction of an important policy shift to promote good corporate governance and to follow industry best practice.

While the GPAA as an entity is only in its infancy, our administration experience extends to the early 1980s and we are thus well-positioned to serve our customers and clients across South Africa with the knowledge and skill born of understanding and dedication to our work.

The GPAA's people

Our strength in benefits administration stems from the diverse talents we have in our experienced and award-winning team. What GPAA employees have in common is that they are all passionate about their work and believe that the work that they do for the public servants, both working and retired, of South Africa is really important.

Our people live our values as much as possible as they strive to:

- Be client focused,
- Be committed,
- Work with excellence,
- Work with integrity,
- Be interdependent,
- Be professional, and
- Be transparent.

The GPAA's vision

Our vision is to be the leading and preferred fund benefits administrator. We are working to achieve this by coming together to create a future in which we are accountable for our actions and are focused on delivering results.

The GPAA's services

In our drive to achieve our vision, we offer the following administrative services:

- Member admissions;
- Contribution collection;
- Member/pensioner/beneficiary maintenance; and
- Benefit processing.

These key processes ensure the accurate and timely payment of benefits to fund members and beneficiaries.

Over and above the purely operational services that we undertake on a daily basis, we also offer financial, customer relationship management and communication services. We ensure that our clients' financial statements are administered for statutory and governance purposes, and we manage the relationships that we have with all of our stakeholders, that is clients, third parties and employers, by providing high quality, responsive client and communication services. This includes employer education and training through our regional and employer liaison divisions. Our award-winning communication services include member and stakeholder communication through proven historic and modern channels to ensure maximum impact and audience penetration.

The GPAA's future

A critical component of our vision is our Modernisation Programme. This programme is intended to elevate our operational effectiveness and efficiency, as well as our stakeholder management and governance processes. It is the vehicle that is being used to execute our transformation roadmap. It is envisaged that this process will transform us into a service-oriented entity in line with the expectations of both our internal and external stakeholders.

Notable achievements under this programme to date include the implementation of eChannel, an online document submission portal that enables fast claim processing; Mobile Offices, that allow face-to-face query management even in rural areas; and the Retirement Member Campaign (RMC) whose aim is to educate soon-to-be retirees of their benefits and the processes involved in their retirement.

The internship programme

We are looking for qualified young professionals so that we can share our skills and knowledge and improve the lives of young South Africans. We are looking for unemployed graduates who are South African citizens between the ages of 18 and 35. We will give preference to those who have completed relevant tertiary qualifications (to the areas listed below) from accredited higher education institutions.

Applicants are expected to be able to communicate effectively and have the basic computer skills necessary to do the work needed for the role.

BUSINESS UNIT	REFERENCE NUMBER	NUMBER	QUALIFICATIONS REQUIRED
Employee Benefits	EBU 2015	7	National diploma or B. Degree in Financial Management or 3 year qualification in pension fund administration.
Policy development	BCU 2015	1	B. Degree in Public Administration and Policy.
Strategy	STR 2015	1	B. Degree in Strategy Development.
Monitoring and Evaluation	MEU 2015	3	2 interns: B. Degree in Social Sciences or Information Technology. 1 intern: Hons degree in Research.
Training and Development	TDU 2015	2	National Diploma or B. Degree in Management of Training or Human Resources Management.
Finance	FIN 2015	10	B. Degree in Accounting or Finance Management.
Risk Management	RIS 2015	2	National Diploma or B. Degree with majors in Risk Management / Enterprise Wide Risk / Business Management.
Fraud Investigation	FIU 2015	4	National Diploma or B. Degree in Forensic Investigations/ Policing/ Intelligence. Ideal: B. Degree with accredited specialist training in Forensic Investigations field.
Change Management	CMU 2015	2	National Diploma in Human Resources Management or a Bachelors degree in Industrial Psychology or Social Sciences.
Injury on Duty, Military and Medical Benefits	IMM 2015	11	National diploma or B. Degree in Financial Management/ Accounting or 3 year qualification in pension fund administration.
Supply Chain Management	SCM 2015	6	National Diploma or Bachelors degree in Supply Chain Management or Logistics or Public Management.
Communications	COM 2015	3	B. Degree in Communications or Public Relations National Diploma or B. degree in Graphic Design.
Information and Computer Technology (ICT)	ICT 2015	4	National Diploma or B.Degree in IT Technical Support.
IT Audit sub-unit	ITA 2015	2	B.Degree/National Diploma in Computer Science or Informatics.
Internal Audit	IA 2015	2	B.Degree / National Diploma in Internal Audit OR B.Com/ National Diploma in Accounting.
Legal	LS 2015	4	3 year legal degree / National Diploma in Law and computer literacy (including knowledge of MS Office package).
Client Relationship Management			
Free State	FS 2015	2	Minimum three (3) years National Diploma or a B.Degree in Office Management or Business Management.
North West	NW 2015	1	
Eastern Cape	EC 2015	2	
Limpopo	LIM 2015	2	
KwaZulu-Natal	KZN 2015	2	
Operational Support Systems (Head Office)	OSS 2015	3	
Call Centre (Head Office)	CC 2015	18	
TOTAL		94	

How to apply:

Applications must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at <http://www.gpaa.gov.za>. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation) and ID document (copies of certified documents will not be accepted). Certified documents should not be older than 3 months.

Applications that don't meet the above requirements will be deemed as regret. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. 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 shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised internships. Separate applications should be completed for each internship applied for and the relevant reference number must be quoted.

Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Human Resource Management, Government Pensions Administration Agency, 34 Hamilton street, Pretoria, 0001 before 12 August 2015 at 12h00 noon. We would encourage you to rather hand deliver to Head Office or hand in at any one of our Regional Offices.

Applicants must be unemployed graduates and South African citizens between the ages of 18 and 35. Preference will be given to graduates who are in possession of the relevant tertiary qualifications from accredited higher education institutions and who have never participated in an internship before.

The applicants are expected to possess the additional competencies namely; communication and basic computer skills relevant to the role.

For enquiries regarding internships contact Rosina Rakgoale at (012) 3191435, Oumash Phlad at (012) 3191038 and Rebecca Thoka at (012) 3191156.