

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:



A PERMANENT POSITION IS CURRENTLY AVAILABLE AT THE GOVERNMENT PENSIONS ADMINISTRATION AGENCY AT THE PRETORIA OFFICE

IT AUDITOR

Internal Audit • Permanent • Pretoria

REF ITAUD/2019/08-1P-RA • Salary: R316 791 p.a. (basic salary) - Level 8

The purpose of the role is to provide administrative support in the IT Audit services for GPAA.

KEY RESULT AREAS:

The successful incumbent of this position will be responsible for IT Audit which includes the following, but not limited to:

Execute IT audit projects

- Execute and finalise the IT audit projects allocated on TeamMate and using ACL according to the agreed deadlines and quality standards
- Administer the Teammate system, and the ACL tool
- Discuss and resolve informal queries with clients
- Gathering evidence about operations of a department under review
- Evaluate the evidence gathered
- Determine whether the operations of a department meet acceptable standards
- Assess the effectiveness of controls and operations
- Follow up action plans as they become due.

Ensure Compliance in the audit:

- Comply with the IIA and ISACA standards, code of ethics and frameworks.
- Contribute to the quality of IT Audits.
- Comply with Government, GPAA and Internal Audit methodology, policies, procedures, prescripts, regulations, acts and laws.

REQUIREMENTS:

- A Recognized three-year Bachelor's Degree/National Diploma (360 credits/NQF6) in Internal Audit/Information Systems Audit with three (3) years internal auditing experience of

- which one (1) years' experience is/was in IT Auditing
- One-year experience in ACL and a qualification in basic scripting will serve as advantage
- Computer literacy: Microsoft packages (Excel, Word, Powerpoint, Access and Visio), ACL and Teammate

COMPETENCIES & KNOWLEDGE:

- Knowledge of Benefits Administration
- Knowledge of Customer Relationship Management (Channel Management)
- Knowledge of relevant legislative requirements and GPAA policies and procedures
- Industry knowledge
- Knowledge of Financial management including budgeting and forecasting
- Knowledge of Pension Fund Regulations and Rules
- Knowledge of Compliance Management
- Knowledge of relevant systems
- Knowledge of COSO, COBIT and ITIL
- Knowledge of IT concepts terminology, practices and the Process of Auditing
- Knowledge of IIA and ICASA standards, code of ethics and frameworks.
- Knowledge of Information Systems
- Governance and Management of IT
- Information Systems Acquisition, Development and Implementation
- Information Systems Operations, Maintenance and Service Management
- Protection of Information Assets
- Service delivery innovation
- Client Orientation and customer focus
- Financial Management
- People management and empowerment
- Programme and project management
- Change Management
- Communication
- Knowledge Management
- Problem solving and analysis
- Report Writing
- Respect
- Service Excellence
- Integrity
- Transparency
- Courtesy
- Emotional Intelligence
- Team Player

NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Mr Ismael Radebe 012 399 2299 Government Pensions Administration Agency, 34 Hamilton street or Private Bag X63, Arcadia, Pretoria 0001.

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-employments 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 short-listed 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.

CLOSING DATE: 21 OCTOBER 2019 BEFORE 12:00 NOON

NO LATE / E-MAILED / FAXED APPLICATIONS WILL BE CONSIDERED.

NOTE: Employment Equity target for the post is Coloured, Indian or White males/females or people with disabilities. Candidates of the specified groups are encouraged to apply. Preference will be given to the categories stated.