

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 National Treasury and 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:



ONE PERMANENT POSITION OF DIRECTOR: INTERNAL AUDIT IS CURRENTLY AVAILABLE WITHIN THE INTERNAL AUDIT SECTION AT THE GPAA

DIRECTOR: INTERNAL AUDIT

INTERNAL AUDIT ● HEAD OFFICE (PRETORIA)

Ref: DIR/IA/2026/01-1P

ALL-INCLUSIVE PACKAGE: R1 266 714 – R1 492 122 P.A. - LEVEL 13 (PERMANENT)

ROLE PURPOSE: Ensure provision of the Internal Audit services for GPAA.

KEY RESULT AREAS:

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following:

Ensure the implementation of the Internal Audit 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 the 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 interests 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 the 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 strategies
- Ensure quality of service provided to the internal and external customers/ clients / stakeholders
- Represent the division at all relevant committees and forums
- Proactive identification and mitigation of risks.

Ensure effective management of the Performance, Regularity and Financial Audit operations within GPAA:

- Develop and align the three-year rolling and annual plan for Performance, Regularity and Financial Audits
- Provide directions and advice on Performance, Regularity and Financial Audits
- Provide support services to the Audit committee
- Ensure consulting and assurance audits
- Ensure the submission of management reports on internal audit findings and make recommendations to the relevant stakeholders.

Ensure the provision of IT and Project Audits:

- Develop and align the three-year rolling and annual plan for IT & Projects audits
- Provide support services to the audit committee
- Liaise with external auditors on the audit scope coverage

- Ensure consulting audits

- Ensure the submission of management reports on internal audit findings and make recommendations to the relevant stakeholders.

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.

QUALIFICATIONS AND EXPERIENCE:

- A relevant degree / BTech in Internal Audit or equivalent qualification (NQF level 7) as recognized by SAQA with 5 years' middle / senior management experience performing Internal Audit functions
- Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage
- Certification as CIA / CA / CCSA / CGAP or CISA will be an advantage.

KNOWLEDGE AND COMPETENCIES:

- Knowledge of benefits administration
- Knowledge of customer relationship management (Channel management)
- Knowledge of relevant legislative requirements and GPAA policies and procedures
- Knowledge of the industry
- Knowledge of financial management including budgeting and forecasting
- Knowledge of pension fund regulations and rules
- Knowledge of compliance management
- Knowledge of relevant systems
- Strategic capability skills
- Service delivery innovation skills
- Client orientation and customer focus
- Financial Management skills
- People management and empowerment skills
- Programme and project management skills
- Change management skills
- Communication skills
- Knowledge management skills
- Problem solving and analysing skills
- Service excellence
- Respect, integrity and courtesy
- A team player who displays transparency and emotional intelligence.

#DISCLAIMER

- It is mandatory to email your application (comprehensive CV and new Z83, duly completed and signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email (failure to adhere to this will result in application/s being declined).
- Applicants are encouraged to attach supporting documentation such as ID, all qualifications and driver's license (where applicable) – no need to be certified, as this assists in the turnaround time of the recruitment process
- 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.
- Senior Management Service (SMS) applicants 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 which intends to test the relevant technical elements of the job.
- One of the minimum requirements for SMS is the pre-entry certificate for SMS (Nyukela). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

Closing date: 30 January 2026 before 12h00 noon. No late applications will be accepted.

Contact persons: Enquiries may be directed to Nthabiseng Mosimanyana on 012 319 1324.

TAKE NOTE OF THE DISCLAIMER MENTIONED ON EACH ADVERT. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za>. Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not being considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome 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 six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. For applications on 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. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> 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 and annual performance agreement and will be required to undergo a security clearance.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

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