

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 CHIEF DIRECTOR IN PROGRAMME 2.1 IS CURRENTLY AVAILABLE AT THE GPAA HEAD OFFICE, PRETORIA

CHIEF DIRECTOR: PROGRAMME 2.1 PROGRAMME 2.1 ● HEAD OFFICE (PRETORIA)

Ref: CD/PR2.1/2025/04-1P

ALL-INCLUSIVE PACKAGE: R1 436 022 TO R1 716 933 - LEVEL 14 (PERMANENT)

ROLE PURPOSE:

The purpose of this role is to drive the provisioning and management of non-contributory benefits on behalf of the National Treasury within the GPAA (Medical Benefits, Military Pensions, Medical Accounts, Injury on Duty and Miscellaneous pensions).

KEY RESULT AREAS:

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

Drive the implementation of Division strategy:

- Develop, implement and monitor achievement of an effective short, medium and long term Operational, CRM, IT Strategy
- Develop, deliver and monitor achievement of the Business plans and budget for Programme 2.1 Operations, Finance, Legal, Risk and Audit findings
- 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 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
- Initiate and sponsor projects in the Division and support organisation wide projects through communication initiatives.

Drive the provision of Special Pensions services as defined by National Treasury:

- Manage the provisioning of Research and Political Verification
- Manage provisioning of Appeals services
- Manage the provisioning of Adjudication services
- Manage the provisioning of Secondary benefits and Payment services
- Manage the provisioning of client care and records management.

Drive and facilitate the payment and processing of Medical, IOD and Military Pensions Benefits:

- Manage the implementation of post-retirement medical subsidies as per the resolutions of the Public Service Co-ordinating Bargaining Council
- Ensure implementation of increases
- Develop payment solutions with Departments and Medical Aid Schemes
- Manage medical aid stakeholders and developments in the industry
- Manage the administration of IOD benefits in line with the provisions of the Compensation for Occupational Injuries and Diseases Act
- Implement IOD increases as published by the Minister of Labour
- Liaise with National and Provincial Departments on IOD claims and ensure all processes and procedures are met
- Manage new IOD benefits as required by the COIDA amendments
- Manage the administration of Military Pensions as required by the Military Pensions Act 1976
- Manage the payment of Medical Accounts and Treatment requirements
- Liaise with stakeholders i.e pharmacies, doctors, hospitals and specialists, both local and international
- Manage the provisioning of adjudication and assessment of medical claims.

Drive and coordinate the provision of financial services for non-contributory benefits:

- Manage the financial revenue, expenditure and accounting services of P2.1 finances
- Manage general ledger transactions
- Manage the provisioning of financial reporting services
- Manage the Audit processes and Fund liabilities.

Drive and co-ordinate the administration of the Associated Institutional Pension Fund and the Temporary Employee Pension Fund in terms of their Acts:

- Ensure the SLA between GPAA and National Treasury is developed, managed and implemented
- Ensure the funds increases are submitted to the Minister of Finance for approval
- Ensure resource requirements are budgeted for.

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 utilisation of all other resources (including IS, Assets, Infrastructure, etc) within the Division.

QUALIFICATIONS AND EXPERIENCE:

- An appropriate three (3) year (B degree /B Tech) tertiary qualification at NQF level 7 preferably in Finance / Business Management or relevant field
- A postgraduate degree, ie Master's degree, MBL / MBA will be an advantage
- At least 6 - 10 years' operational management experience of which 5 years must have been at a senior management level
- Proven track record as Programme Head / Business Head
- Experience gained in the Financial Services industry, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage.

KNOWLEDGE AND COMPETENCIES:

- Knowledge of Benefit Administration
- Knowledge of relevant Legislative Requirements and GPAA policies and procedures
- Industry knowledge
- Knowledge of Pension Fund Regulations and Rules
- Knowledge of Customer Relationship Management (Channel Management)
- Knowledge of Financial management including budgeting and forecasting
- Knowledge of relevant systems
- Knowledge of all legislation for non-contributory pensions and GEP Law
- Knowledge of computer hardware and software and solution systems
- Compliance Management
- Service delivery and innovation skills
- Programme and project management skills
- Knowledge management
- Problem analysis and problem-solving skills
- Change management skills
- Strategic capability skills
- Financial management skills
- People management and empowerment skills
- Communication skills (verbal and written and the ability to communicate at all levels)
- Law and Government Mechanism skills
- Respect, integrity, transparency, emotional intelligence and courtesy
- A team player with a drive for Service Excellence.

#DISCLAIMER

- It is mandatory to email your application (comprehensive CV and new Z83, duly completed and signed) to **Recruit1@phakipersonnel.co.za** quoting the reference number in the subject heading of the email (failure to adhere to this will result in application/s being declined).
- 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: 23 May 2025 before 12h00 noon. No late applications will be accepted.

Contact person: Rebeccah Hatlane / Koena Tibane on (011) 941 1953 / 079 491 6649.

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 indicate 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 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 an annual performance agreement and will be required to undergo a security clearance.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

| YOUR BENEFITS our responsibility |