



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

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GPAA NEW HEAD OFFICE ACCOMMODATION NEEDS ASSESSMENT:

Business Unit	Post holder	Number of staff	Level	Office space per sqm	Total sqm
CEO Office	CEO	1	16	25	25
	Office manager	1	11	16	16
	ASO	1	9	8	8
	SAO	1	8	8	8
	PA	1	7	8	8
Internal Audit	Director	1	13	20	20
	Secretary	1	5	8	8
	Admin Support	1	5	8	8
	Deputy Directors	4	11	16	64
	ASD	5	9	8	40
	SAO	4	8	8	32
Enterprise Risk	Chief Director	1	14	25	25
	PA	1	7	8	8
Enterprise Risk	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	2	11	16	32
	ASD	1	9	8	8
	Administrators	2	6	8	16
Fraud and Forensic	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	2	11	16	32
	ASD	5	9	8	40
	SAO	3	8	8	24
	Administrators	5	6	8	40
Legal Services	Chief Director	1	14	25	25
	PA	1	7	8	8
	Internal Committee Secretary	1	7	8	8
Legal Services	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	1	11	16	16
	ASO	1	9	8	8
	Snr Legal Admin officers	2	8	8	16
	Legal administrator	3	6	8	24
Contracts	Director	1	13	20	20
	ASD	1	9	8	8

	Snr Legal Admin officers	4	8	8	32
	Legal administrator	1	6	8	8
Employee Benefits	DDG	1	15	25	25
	PA	1	7	8	8
EB Operations Mgt	Chief Director	1	14	25	25
	PA	1	7	8	8
EB Operations	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	3	12	16	48
	ASD	6	10	8	48
	SAO	18	8	8	144
	AO	5	7	8	40
	Admin Support	98	6	8	784
Membership	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	1	12	16	16
	ASD	2	10	8	16
	SAO	2	8	8	16
	AO	2	7	8	16
	Administrators	27	6	8	216
Contributions	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	1	12	16	16
	ASD	3	10	8	24
	Snr Fund accountant	6	8	8	48
	Fund accountants	25	7	8	200
CRM	Chief Director	1	14	25	25
	PA	1	5	8	8
Contact Center	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	3	11	16	48
	ASD	12	9	8	96
	SAO	4	8	8	32
	Chief Registry clerk	2	7	8	16
	Call Center Agents	90	6	8	720
	Registry clerks	9	5	8	72
	Administrators	40	5	8	320
Region 1	Director	1	13	20	20
	Secretary	1	5	8	8
Region 2	Director	1	13	20	20

	Secretary	1	5	8	8
Region 3	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	1	12	16	16
	ASD	1	9	8	8
	Snr CLO	2	10	8	16
	Office supervisor	1	8	8	8
	CLO	17	9	8	136
	CSA	43	8	8	344
Programme 2.1	Chief Director	1	14	25	25
	PA	1	7	8	8
Operations	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	2	12	16	32
	ASD	2	10	8	16
	SAO	11	8	8	88
	Medical auditors	3	8	8	24
	ASO	11	7	8	88
	Administrators	32	6	8	256
Finance	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	1	11	16	16
	ASO	1	9	8	8
	Snr Accountant	3	8	8	24
Special Pensions	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	4	12	16	64
	ASD	7	10	8	56
	ASO	1	9	8	8
	SAO	11	8	8	88
	Chief Registry clerk	1	7	8	8
	AO	5	7	8	40
	Administrators	9	8	8	72
	Call Center Agents	5	8	8	40
	Registry clerks	5	5	8	40
Finance	Chief Financial Officer	1	14	25	25
	PA	1	7	8	8
Accounting	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	3	11	16	48
	ASD	5	9	8	40
	Snr State Accountant	6	8	8	48

	State accountant	5	7	8	40
	AO	1	7	8	8
	Administrators	44	6	8	352
Supply Chain	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	2	11	16	32
	ASD	2	9	8	16
	SAO	2	8	8	16
	AO	2	7	8	16
	Administrators	9	6	8	72
Management Acc	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	4	11	16	64
	ASD	5	9	8	40
	Snr State Accountant	2	8	8	16
	SAO	4	8	8	32
	State accountant	3	7	8	24
	AO	1	7	8	8
	Administrators	16	6	8	128
Information Communication	Chief Information Technology Officer	1	14	25	25
	PA	1	7	8	8
	Office manager	1	9	8	8
Infrastructure	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	2	11	16	32
	ASD	1	9	8	8
	Field Support engineers	8	8	8	64
	AO	3	7	8	24
	ICT Storeman	2	7	8	16
Applications	Director	1	13	20	20
	Secretary	1	5	8	8
	System Analyst	2	11	16	32
	Application Developer	5	11	16	80
	BI Developer	4	11	16	64
	BA	3	11	16	48
Knowledge Mgt	Director	1	13	20	20
	SAO	1	8	8	8
Business Support	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	2	11	16	32

	ASD	2	9	8	16
	SAO	9	8	8	72
	AO	1	7	8	8
	Administrators	2	6	8	16
Information Security	Director	1	13	20	20
	Administrators	1	8	8	8
	Deputy Directors	2	11	16	32
	ASD	5	9	8	40
Corporate Services	Deputy Directors-General	1	15	25	25
	PA	1	7	8	8
Strategic Support	Chief Director	1	14	25	25
	PA	1	7	8	8
CM&E	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	6	11	16	96
	ASD	2	9	8	16
	SAO	6	8	8	48
Communication	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Directors	3	11	16	48
	ASD	4	9	8	32
	Graphics Designer	1	9	8	8
	Media Relationship specialist	1	9	8	8
	Snr Comms Officer	4	8	8	32
	Snr Librarian	1	8	8	8
PMO	Director	1	13	20	20
	Secretary	1	5	8	8
	Project manager	4	11	16	64
	Project accountant	1	11	16	16
	AO	1	7	8	8
	Administrators	4	7	8	32
Strategic mgnt	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy directors	3	11	16	48
	ASD	1	9	8	8
	Statistician	2	7	8	16
	AO	2	7	8	16
	Administrators	1	6	8	8
Security and Facilities	Director	1	13	20	20
	Secretary	1	5	8	8

	Deputy Directors	2	11	16	32
	Snr Vetting Officer	1	10	8	8
	ASD	3	9	8	24
	SAO	7	8	8	56
	AO	2	7	8	16
	Security supervisor	1	5	8	8
	Security officer	6	3	8	48
	Driver/Messenger	8	4	8	64
	Snr Clean	6	4	8	48
	Receptionist	1	4	8	8
	Handy man	3	3	8	24
	Cleaners	26	2	8	208
Human Resource Mgt	Chief Director	1	14	25	25
	PA	1	7	8	8
HR Administration	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Director	2	11	16	32
	ASD	3	9	8	24
	SAO	8	8	8	64
	Administrators	13	6	8	104
	Registry clerks	1	5	8	8
Employee Relations	Deputy Director	1	11	16	16
	ASD	3	9	8	24
	SAO	1	8	8	8
	Administrators	1	5	8	8
ODD	Deputy Director	1	11	16	16
	ASD	2	9	8	16
	Snr OD Practitioner	2	8	8	16
	Snr Change Practitioner	2	8	8	16
HR Development	Director	1	13	20	20
	Secretary	1	5	8	8
	Deputy Director	3	11	16	48
	ASD	6	9	8	48
	SAO	4	8	8	32
	Administrators	3	5	8	24
	Interns	110	5	8	880
Total A		1121		2692	10180

General Space- Over and above the above space required to cater for personnel, the additional space as required shall be as follows:

GENERAL SPACE			
DESCRIPTION	QUANTITY	NORM (m²)	NORM (m²)
GENERAL SPACE-CEO			
Boardroom	1	30	30.00
Reception/Waiting Room	1	30	30.00
Kitchen	1	20	20.00
Strong room	1	15	15.00
Fax/copier room	1	10	10.00
Stationery	1	10	10.00
Bathroom	1	10	10.00
GENERAL SPACE-GPAA			
Archive & Registry	1	4000	4000.00
Main DATA Centre	1	600	600.00
Libraries(Legal & Comms)	2	50	100.00
SCM (Briefing and Tender Evaluations)	1	300	300.00
Patch Rooms	20	8	160.00
Gymnasium	1	500	500.00
Main Reception	1	150	150.00
Canteen/Cafeteria	1	500	500.00
Kitchens	20	15	300.00
Fax/Copier/Printing Rooms	40	8	320.00
Petty cash office	1	15	15.00
Strong Rooms	20	20	400.00
Stationery Rooms &Grocery stores	1	400	400.00
Furniture Storage	1	200	200.00
Boardrooms	25	20	500.00
Exco Boardroom	1	40	40.00
Manco Boardroom	1	150	150.00
Waiting Area	1	40	40.00
Wellness Centre	1	500	500.00
Moernisation /Business Continuity Centre	1	500	500.00
Control Room (Security)	1	250	250.00
Guard Rooms (Access Points)	1	150	150.00

Change Rooms	1	80	80.00
TOTAL: GENERAL SPACE B			10280.00
SUB TOTAL: A			10180.00
SUB TOTAL: B			10280.00
			<u>20460.00</u>
Plus (% Growth)			2046.00
GPAA NEW HQ M² Grand Total GLA			<u>22506.00</u>

A total number of a parking space required for the above space is seven-hundred and ten, broken down in the table below:

PARKING	QUANTITY
CEO	1
Deputy Director General	2
Chief Directors	9
Directors	30
Deputy Directors	33
Assistant Directors	116
Senior Admin Officers	383
Secretaries	31
Admin Officers	15
Drivers/Messengers	16
Maintenance Assistants	3
Lockable garages (GG & Fleet Vehicles)	16
Visitors	55
Total	710

Therefore, the total office space required for the GPAA Head Office is **22 506** m², with 710 parking bays.
