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 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 posts detailed below:

SENIOR MANAGER: MANAGEMENT INFORMATION SYSTEMS

Management Support • Pretoria (Ref No.: SMMIS/2019/03-1P)

Remuneration: R1 005 063 to R1 183 932 per annum (all-inclusive package)

One Senior Manager: Management Information Systems in the Corporate Monitoring and Evaluation Unit is currently available at the Government Pensions Administration Agency.

Role Purpose: The purpose of the role is to support the CEO in achieving the GPAA's strategic goals by ensuring the effective and efficient provision of management information for GPAA business units and the customers (GEPF and National Treasury).

KEY RESULT AREAS:

Lead and guide: • Develop, implement and maintain Management Information System policies, procedures, templates, and processes, in accordance with best practice for key MIS processes and areas, to create an enabling environment for acceptable staff performance • Communicate policies, procedures and processes to GPAA staff and management and report on deviations • Assume accountability for all aspects of being a Process Owner for Management Information Systems by setting the desired standards and continuously improving where possible • Develop and implement a team-based approach to formalize team structures, team targets and team rewards across the GPAA • Lead and guide the MIS team, including human resources initiatives, budgeting for staff and resource expenses.

Perform and reward: Develop a formal performance agreement for Management Information System staff that is based upon the job profile and development plan to align staff performance with departmental and organisational goals • Ensure that formal staff development / training plans are developed, reviewed and maintained as part of the performance review process, to close gaps in staff competence.

Custodianship of databases: Ensure that all data complies with business rules and that rules are applied consistently across all systems and technologies • Confirm data integrity in source systems • Extract, transform and load data from source systems to warehouse format and into various dimensions.

Generate Quality information: Establish credible data sources and maintain interfaces with core databases to ensure the integrity of all information generated • Establish an automated information production line and allow for efficient on-line access to all reports and other management information • Design and continuously improve processes focusing on simplification, standardization, quality improvement and cost minimization • Recommend and implement ways of dealing with data gaps and identify and manage initiatives for effective productivity improvements • Generate Executive Information reports, functional reports and trustee reports within the required time frames and make appropriate recommendations from the findings • Analyse and give trends from the information mined from the system and production environment • Generate ad hoc reports customized to address the specific needs identified • Publish and present reports to the relevant parties and customers.

Provide Business Intelligence: Conduct data mining analysis and develop forecasting models for the organisation • Establish proactive data requirements with departments, analyze trends and prepare reports to provide relevant management information to GPAA management to enable them to take appropriate action when needed • Submit recommendation for business improvement and provision input into the strategic management process • Provide business intelligence to the organisation in order to improve service delivery and serve clients better.

Exception Management: Establish a procedure to effectively and efficiently reduce exceptions • Evaluate and utilize appropriate exception reporting and controls measurements.

Industry developments: Track new developments in Management Information System practices to improve the effectiveness and efficiency of the data management function • Monitor changes in Management Information System industry guidelines to make recommendations where GPAA systems and procedures need to be amended.

REQUIREMENTS: A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA in Information Systems or related • A minimum of eight years demonstrated experience in Management Information Systems, of which five years should be at a middle / senior managerial level • Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage.

COMPETENCIES: Computers and Systems: Knowledge of the functionality, capability and application of systems and tools that can be used as enabling technology • **Administration and Management:** Knowledge of principles and processes involved in business and organisational planning, coordination and execution • This includes strategic planning, resource allocation, manpower modelling, leadership techniques and production methods • **Commercial Awareness:** Knowledge about financial and commercial matters • Understands and applies financial and commercial principles • Views issues in terms of costs, profits, markets and added value • **Mathematics and/ or statistics:** Knowledge of numbers, their operations and interrelationships including arithmetic, algebra, geometry, calculus, financial, statistics and their applications • **Accounting:** Knowledge of accounting principles and practices and the analysis and reporting of financial data • **Clerical:** Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles and other office procedures and terminology.

Other Competencies: Measuring and Managing unit performance • Managing business process • Providing trusteeship and Governance • Understands the EB Industry • Managing the employer supply chain • Operational Excellence • Setting standards and assuring quality • Problem solving and analysis • Ability to influence people and events • Planning and Managing resources • Working towards an integrated service • Embracing continuous improvement

NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of: Lesiba Sehlapelo on tel: 012 399 2710, 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 and annual performance agreement and will be required to undergo a security clearance.

Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CLOSING DATE: 1 APRIL 2019 BEFORE 12H00

NO LATE/EMAILED/FAXED APPLICATIONS WILL BE CONSIDERED.

Note: Employment Equity target for the post is Coloured male/females or Indian male/female or White female or African female or people with disability. Candidates of the specified groups are encouraged to apply.

the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA