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 12-MONTH CONTRACT POSITION FOR A TRACING ADMINISTRATOR AT UNCLAIMED BENEFITS: FINANCE SECTION IS AVAILABLE AT THE GPAA

FINANCE ADMINISTRATORS: TRACING (REGIONAL TRACING AGENTS)

FINANCE: UNCLAIMED BENEFITS

Ref: TA/BUSH/2023/03-1C ● BUSHBUCKRIDGE (BASED IN BUSHBUCKRIDGE)

LEVEL 6 SALARY: R218 064 PER ANNUM PLUS 37% IN LIEU OF BENEFITS

ROLE PURPOSE:

The purpose of the post is to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA.

KEY RESULT AREAS:

The incumbent of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to:

Trace beneficiaries:

- Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits.
- Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries.
- Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list.
- Rectify errors by updating the system with the correct information provided by the clients.
- Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division.

Prepare cases for processing:

- Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits.
- Check the system against documentation provided in order to avoid issues with processing.
- Send death benefit form to client in accordance with benefit to which he / she is entitled.
- Capture accurate information onto database with respect to beneficiaries eligible for re-issues, based on documentation provided.

Verify cases:

- Perform data integrity checks, following standard processes.
- Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the AO (Supervisor) and ASD / Deputy Director.

QUALIFICATIONS AND EXPERIENCE:

- An appropriate three-year tertiary qualification / degree / national diploma with at least 360 credits, ideally Finance related, and 18 months' proven experience in accounting / financial management, of which at least 6 months should have been in Tracing or Debtors; or debt collection
- A Senior Certificate / Grade 12 coupled with three years' appropriate proven experience in the field of accounting / financial management, of which 6 months should be in Tracing or Debtors or debt collection.
- Computer literacy which must include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word.
- Geographical knowledge of Mpumalanga is essential
- Proficiency in English is a requirement and the ability to speak any of the other official languages in Mpumalanga will be essential
- The applications of individuals currently residing in the geographical area (Bushbuckridge / Mpumalanga), may receive preference (note that proof of residence may be requested when shortlisted)
- A valid driver's license will be an advantage.

COMPETENCIES AND KNOWLEDGE:

- Knowledge of PFMA
- Knowledge of Public Service Act (PSA)
- Integrity
- Analytical skills
- Customer orientation
- Ability to prioritise
- Time management skills
- Effective communication skills (written and verbal)
- Ability to work in a team
- Problem solving skills
- Deadline driven

#DISCLAIMER

- **It is mandatory to email your application (comprehensive CV and signed new Z83) to gpaa59@ursonline.co.za quoting the reference number in the subject heading of the email.**
- **Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer**
- **Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof**
- **The certification of all supporting documents will be expected of the short-listed candidates only**
- **Interviews may be conducted via a virtual medium which will be discussed with each short-listed applicant. The applicant should have the necessary data and equipment for this purpose**
- **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.**

Closing date: 03 April 2023 before 12h00 noon. No late applications will be accepted.

For more information on the position contact: Mbongiseni Nkosi on 012 399 2202

Application enquiries may be directed to: Ultimate Recruitment Solutions on 012 811 1900

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 address indicated on each advert. Ensure that you use the correct inbox /email. Applications send 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). Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Short-listed 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. The certification of all supporting documents will be expected of the short-listed 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 – which will include disclosing financial interest, 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 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 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 SMS (Nyukela). 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

| YOUR BENEFITS our responsibility |