

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 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:



A PERMANENT POSITION IS CURRENTLY AVAILABLE AT THE GOVERNMENT PENSIONS ADMINISTRATION AGENCY HEAD OFFICE IN PRETORIA

SENIOR MANAGER: INFORMATION SECURITY MANAGEMENT

**Ref: SM/IS/2021/10-1P • Information and Communication Technology • Permanent
Salary: R1 057 326 to R1 245 495 (all-inclusive package) • Level 13 • Pretoria**

Purpose of the role: To effectively manage the Information Security Management service.

KEY RESULT AREAS:

The successful candidate will be responsible for the following functions and include, but are not limited to:

Manage the implementation of the Information Security (IS) Management strategy: •Monitor the implementation of the operational plan for the Unit to support the achievement of the ICT Unit and the GPAA's strategic objectives •Manage, monitor and review the Unit policies, procedures and processes, in accordance with best practice and legislation •Manage the implementation of an effective short, medium and long-term operating strategy for the Unit •Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation •Manage the provision of best practice regarding Unit functions to all stakeholders •Manage the implementation of a management effectiveness and leadership strategy •Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation •Analyse service delivery gaps, challenges and implement remedial action strategies •Conduct trend analyses and forecasting.

Manage the security of organisational information: •Collaborate with relevant internal and external stakeholders to identify, monitor and manage IS risks proactively •Develop and manage the implementation of appropriate mitigation strategies, achieving stipulated objectives •Ensure that the GPAA is appropriately protected against unforeseen events, losses and damages to recover Information infrastructure where required •Conduct operational risk assessments for the Information Security Unit, in line with the GPAA's risk management framework, in order to develop and maintain adequate internal operational controls and standards.

Oversee the operations of the Business Unit: •Assess the provision of IS Management support and advise line managers to ensure that they are fully equipped to deal with IS Management strategy related matters •Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of IS Management policies and procedures •Monitor compliance with relevant legislation throughout all IS Management functions •Manage planning of resource requirements for the Unit to ensure sufficient resources are in place to meet service delivery demands •Analyse service delivery gaps and challenges, define service delivery operational measures and targets and implement remedial action strategies •Oversee quality of service provided to internal and external customers/clients/stakeholders •Proactively ensure the identification and mitigation of risks •Establish and manage agreed budgets in consultation with the Chief Information Officer, ensuring that costs are contained •Manage, coordinate and oversee the daily operational activities of the sub-unit to ensure that it functions effectively and efficiently •Ensure information flow and alignment thereof with all stakeholders to ensure effective engagement.

Manage and facilitate business partnering: •Assist line managers to prepare business cases and budgets for new projects relating to provision of organisational information, motivating project viability and value to the GPAA •Provide IS support and advice to the ICT management with regard to relevant IT solutions or problems raised by managers •Contribute to Client meetings, demonstrating IS

capability when required •Establish sound working relationships with various third party service providers, monitoring achievement of agreed service levels.

Manage and develop the capacity requirements plan: •Perform IS budget and expenditure reconciliations for the ICT Unit to ensure prudent financial management •Assist ICT management to develop and report on cost of Information Security per employee to optimise and manage cost of service provided •Motivate for additional budget and staff resources to meet business requirements •Assess IT infrastructure requirements so that IS processes and procedures run smoothly •Manage third party contracts sufficiently to ensure maximum return of benefits to the organisation.

Continuously manage the improvement of processes and procedures: •Track new developments in the industry to improve the effectiveness and efficiency of the IS function in the GPAA •Identify areas of improvement to meet organisational needs •Formulate process and technological improvement solutions to enhance efficiencies •Work in conjunction with relevant units to implement changes, providing an integrated service •Manage project implementation evaluating progress in terms of set objectives •Execute IS governance requirements to ensure compliance with best practices.

Manage all the resources in the Unit: •Ensure the development and management of staff within the Unit •Implement and maintain a relevant management approach to support effective business results within the Unit •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 IS environment.

REQUIREMENTS: •A recognised Bachelor's degree or equivalent three-year qualification (NQF Level 7) as recognised by SAQA •A minimum of eight years demonstrated experience in the Information Security field, of which five years should have been at a middle/senior managerial level •Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage •Membership of a professional body in the Information Security field will serve as an advantage.

KNOWLEDGE/COMPETENCIES: Knowledge of: ♦Benefits Administration ♦Customer Relationship Management (Channel Management) ♦Relevant legislative requirements and GPAA policies and procedures ♦Industry Knowledge ♦Knowledge management ♦Financial management, including budgeting and forecasting ♦Compliance management ♦Relevant Systems ♦Strategic capability ♦Service delivery innovation ♦Client orientation and customer focus ♦Financial management ♦People management and empowerment ♦Change management ♦Exceptional communication skills (verbal and written) ♦Problem solving and analysis ♦Respect ♦Service excellence ♦Integrity ♦Transparency ♦Courtesy ♦Emotional intelligence ♦Team player.

TAKE NOTE OF THE DISCLAIMER MENTIONED ON EACH ADVERT DURING COVID-19 LOCKDOWN. It is mandatory that applications with supporting documentation, including a signed Z83 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. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment form (Z83) will be effective. Should an individual wish to apply for a post on or 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. From 1 January 2021, should an application be received using the incorrect application for employment form (Z83), it will not be considered.

Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Applications 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) copies of all qualifications (including Matriculation), Identity document, valid driver's licence (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not being considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include, but are 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 the Minimum Information Security Standards (MISS). 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 shortlisted candidates.

The candidate must take note of: It is intended to promote representativeness through the filling of this post and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For Salary Levels 11 to 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. All shortlisted candidates for Senior Management Service (SMS) positions 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 utilise 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.

Late applications will not be considered.

For more information on the position:

General Enquiries: Felicia Mahlaba on tel. 012 319 1455.

Application Enquiries: URS Response Handling, tel. 012 811 1900.

Disclaimer during COVID-19 Lockdown stages:

- Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer).
- It is mandatory to email your application with the relevant supporting documentation to gpaa18@ursonline.co.za quoting the reference number in the subject heading of the email, for the attention of: URS Response Handling.
- The certification of all supporting documents will be expected of the shortlisted candidates only, during the challenges experienced with the COVID-19 pandemic.
- Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted 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: 01 NOVEMBER 2021 BEFORE 12H00 NOON.



the gpaa
Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

| YOUR BENEFITS our responsibility |