

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: FRAUD AND FORENSIC MANAGEMENT

Ref: SM/FFM/2021/10-1P • Fraud and Forensics • Permanent
R1 057 326 to R1 245 495 per annum (all-inclusive package) • Level 13 • Pretoria

Purpose of the role: To ensure management of Fraud Prevention and Case Management initiatives for the GPAA.

KEY RESULT AREAS:

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

Ensure implementation of the Fraud Prevention and Case Management strategy: •Implement and monitor achievement of an effective Business Plan and budget for Fraud Prevention and Case Management to support the achievement of GPAA's strategic objectives •Implement and maintain Fraud Prevention and Case Management methodologies, policies, procedures, frameworks, templates and processes in accordance with best practices •Ensure implementation of an effective short, medium and long term operating strategy for Enterprise Fraud Prevention and Case Management •Participate in the annual strategic planning cycle to assist GPAA business units to identify key fraud prevention and case management requirements and implications of business decisions •Analyse trends and prepare reports to provide recommendations on the mitigation of fraud risks and relevant Fraud Prevention and Case Management information to GPAA management to take appropriate action when needed •Track new developments in practices to improve the effectiveness and efficiency of the Fraud Prevention and Case Management function •Ensure implementation of a management effectiveness and leadership strategy •Ensure implementation and maintenance of relevant policies, methodologies, standard operating procedures as well as guidelines and processes, achieving compliance with Public Service requirements •Engage in strategic relationships with relevant stakeholders to serve the interest of the business unit •Drive and maintain a culture of compliance with GPAA line managers and staff to ensure greater awareness of Fraud Prevention and Case Management policies and procedures •Analyse service delivery gaps and challenges and define service delivery operational measures and targets as well as implement remedial action strategies •Proactively ensure the identification and mitigation of operational and fraud risks •Proactively identify, monitor and mitigate risks.

Lead the Case Management process: •Identify and evaluate investigations to be undertaken based on information received from various sources •Report to the CEO, Risk Management Committee, Audit Committee and related governance committees on all critical investigations, providing a clear brief on the status of specific high profile cases •Provide recommendations on disciplinary action to be taken and criminal case handling, ensuring applicable processes and procedures are followed •Interact with stakeholders involved in criminal prosecution for the duration of the case, keeping abreast with the status of the prosecution process and the implications for GPAA •Oversee and manage forensic and fraud cases on an end-to-end basis (investigation through to prosecution) to ensure that cases' files are soundly prepared to enable successful prosecution of perpetrators •Represent GPAA in disciplinary and court proceedings or nominate an appropriate representative to best present the organisation's case •Manage a quick response capability to investigate fraud incidents in order to meet required turnaround times •Develop and maintain a Fraud Register to keep formal records of suspected fraud and prima facie fraud cases and associated successful prosecution •Manage the investigation of employee's credit histories to identify any high risk employees in a timely manner •Provide technical guidance and advice to investigation, prevention and detection with regard to the approach taken on high level investigation.

Lead the Fraud Prevention process: •Oversee and manage regular GPAA fraud risk assessments to identify areas resulting in fraud •Participate in the review and enhancement of business processes, procedures and the internal control environment, achieving planned objectives •Quantify the value-at-risk from potential fraudulent activities to guide fraud prevention strategies and fraud investigations •Oversee the implementation of the Fraud Hotline Service, ensuring anonymity of staff and members of the public reporting suspicious activity •Proactively monitor effectiveness of current GPAA and Employer Fraud intelligence systems •Oversee the effectiveness of fraud, ethics, integrity awareness training and communication provided for all GPAA stakeholders, implementing changes where identified •Coordinate the identification and profiling of GPAA employees or any other parties that may be at risk of being approached by crime syndicates liaising with SAPS; NPA; Home Affairs; and relevant Financial Institutions, as required •Cooperate with the Asset Forfeiture Unit to recover any losses as a result of fraud •Provide input to Finance to formally record losses from fraud (i.e. provision for losses and actual losses incurred) •Facilitate the process in conjunction with other stakeholders within business units at GPAA to achieve recoveries.

Business unit management: •Ensure the development and management of staff within the business unit •Implement and maintain a relevant management approach to support effective business results within the business unit •Develop and sustain a culture of high performance, professionalism, innovation and integrity to support overall quality of service delivery •Set, agree and monitor performance of direct reports and check that such are aligned with planned targets •Establish and manage agreed budgets in consultation with the Chief Risk Officer, ensuring that costs are contained.

QUALIFICATIONS AND EXPERIENCE: •A recognised Bachelor's degree/BTech in either Accounting/Law/Audit or Enterprise Wide Risk (NQF Level 7) as recognised by SAQA •Minimum of eight (8) years demonstrated experience in the Fraud and Forensic environment, of which five (5) years should have been at a middle/senior managerial level •Extensive knowledge of fraud prevention and investigation management •Extensive knowledge of PFMA, Treasury and Public Service Regulations as well as the Prevention and Combating of Corrupt Activities Act •Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage •Membership of a professional body related to the Fraud and Forensics field will serve as an advantage •Computer literacy that includes good working knowledge of Microsoft Office products.

COMPETENCIES AND KNOWLEDGE: •Knowledge of Fraud Prevention and Forensic Investigation framework, methodology and strategy •Knowledge of Data Analytics techniques and approaches •Knowledge of Fraud investigation tools, techniques, methodologies and approaches •Knowledge of Governance and Compliance •Knowledge of integrated systems verification •Knowledge of Prescribed Regulations, Policies, PFMA, Treasury Regulations •Knowledge of Public Service Regulations and other Government prescripts •High level of communication skills •Project management •Strategic decision making •Leadership skills •Collaboration •Delegation •Problem solving analysis •Initiative •Emotional intelligence •Integrity •Ability to see the big picture •Demonstrable commitment •Customer service orientation •Structured approach.

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 about the position:

General Enquiries: Mapule Mahlangu on tel. 012 399 2639.

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 gpaa22@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: 12 NOVEMBER 2021 BEFORE 12H00 NOON.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

| YOUR BENEFITS our responsibility |