

# 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 posts detailed below:



## PROJECT MANAGER: PROJECT MANAGEMENT OFFICE GOVERNMENT PENSIONS ADMINISTRATION AGENCY BUSINESS ENABLEMENT (Ref: PM/ PMO/2020/01-2P) R733 257 per annum (all-inclusive package) Level 11 PRETORIA OFFICE

Various permanent Project Manager Positions are currently available at the Government Pensions Administration Agency: Business Enablement: Project Management Office.

### KEY RESULT AREAS:

The successful incumbent will facilitate and manage project planning within GPAA, which includes the following but not limited to:

#### Provide advisory capacity to management:

- Advise management on the appropriate application of relevant project requirements on any existing or new projects;
- Take full accountability for the project within the PMO space;
- Leverages detailed knowledge and understanding of projects including industry governance structures affecting GPAA;
- Demonstrate project management expertise through management of medium to large projects of varying complexity;
- Set context, assign, monitor work and drive GPAA projects;
- Develop project scope, define deliverables, obtain consensus and manage stakeholder expectations;
- Manage change requests and control scope through effective execution of plan;
- Effectively deploy physical, financial and human resources;
- Ensure project deliverable creation, review, approval and distribution;
- Resolve complex issues and conflicts; escalate appropriately as required;
- Ensure project outcomes are accepted; measure and analyse stakeholder perceptions; facilitate validation of business benefit assessment;
- Formally close project and release team resources;
- Manage discipline and absenteeism in accordance with organizational codes and procedures;
- Manage compliance with agreed Project budgets in consultation with the Senior Manager, ensuring that costs are contained.

#### Compile reports and action project findings

- Review project reports and prepare review notes;
- Record outstanding project issues in a closed out report;
- Ensure that outstanding project issues are resolved after closed out;
- Conduct quality assurance reviews across project teams to ensure that all work conducted is up to established project management standards;
- Formulate compliance reports' recommendations to management in order to raise the awareness of project risks and breakdowns in the internal control environment;
- Compile accurate, concise reports as requested meeting agreed deadlines;
- Provide governance oversight of project management ensuring it is within expressed risk tolerances aligned to strategic, business and financial objectives;
- Track all project activities against the plan, providing regular and accurate reports to stakeholders, as appropriate and manages stakeholder expectations.

#### Stakeholder management and communication:

- Central access point to key project documents, presentations, and assessments;
- Develops and implements plans for use of collaborative team communication solutions;
- Serves as a central point of contact between GPAA and various internal and external stakeholders;
- Represent the GPAA within various PMO forums and participate in reviews and presentation to management;
- Work directly with key stakeholders to analyse requests and constructively provide feedback that meets requirements while leveraging communications core competencies;
- Understand the technical aspects of corporate stakeholder relations and best practices;
- Report and identify areas that need guidance in order to resolve moderately simple stakeholder relations issues;
- Act as the first point of contact, for all stakeholder relations enquiries;

- Build and maintain key relationships with stakeholders, to ensure establishment of a culture of engagement while creating and adding value;
- Networking across the different government departments with key stakeholders to stay abreast of latest stakeholder trends.

#### Provide input to the strategic management of the section:

- Compile comprehensive operational plans, quarterly and annual reports;
- Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended;
- Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery;
- Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas;
- Facilitate project management life cycle planning and ensure GPAA maintains long-term development focus.

#### Manage all resources of the unit:

- Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure;
- Identify training and development needs, implementing plans to address requirements, as appropriate;
- Facilitate communication through appropriate structures and systems;
- Participate in management forums within GPAA, contributing expertise to enable sound decision making;
- Provide detailed, accurate information for internal and external audit purposes and action audit issues identified;
- Implement controls within the business unit, which minimize potential risk to stakeholders.

#### REQUIREMENTS:

- Any recognized three-year Bachelor's Degree/National Diploma or equivalent three year qualification (360 credits) in Project Management;
- Six (6) years appropriate proven experience in Project Management of which three (3) years was in a managerial role;
- Project Management certification will be an added advantage.

#### KNOWLEDGE:

- Knowledge of PMO and Public Service Legislative Framework;
- Knowledge of Programme Administration and Management;
- Knowledge of Customer Service Principles;
- Knowledge of Law and Associated Mechanisms;
- Knowledge of Relevant Legal Requirements particularly BCEA and GPAA policies and procedures, including Public Service Act.

#### COMPETENCIES:

- High level communication skills;
- Programme Management skills;
- Strategic decision making skills;
- Leadership skills;
- Team collaboration;
- Ability to delegate;
- Initiative;
- Emotional intelligence;
- Ethics and Integrity;
- Ability to see the Big Picture;
- Demonstrable commitment;
- Customer Service orientation;
- Structured approach;
- Computer literacy.

**Closing date: 03 February 2020 before 12h00 noon. No faxed / e-mailed / late applications will be considered.**

NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ismael Radebe on 012 399 2299, 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) 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: All copies must be certified in the past 6 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-employment 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.



the gpaa

Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

[ YOUR BENEFITS our responsibility ]