

# 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:



## MANAGER: LEGAL ADVISORY SERVICES LEGAL SERVICES (Ref: M/LAS/2019/09-1P) R 733 257.00 per annum (all-inclusive package) Level 11 PRETORIA OFFICE

One permanent position of Manager: Legal Advisory Services is currently available at the Government Pensions Administration Agency. The main purpose of this position is to assist the Senior Manager: Legal and Advisory Services in providing legal advice to the authority and other stakeholders.

### KEY RESULT AREAS:

The successful candidate will be responsible for the following, which inter alia include but is not limited to:

#### Provide Legal advice

- Render professional legal advice to ensure all actions/resolutions are complying with the statutory requirements.
- Interact with other spheres of government in developing sound working relations and to minimise areas of dispute or potential dispute in the legal context.
- Provide legal advice/assistance in the formulation of policies and procedures to ensure that policies comply with all relevant legislation including the constitutional mandate.
- Interact with external legal advisors of GPAA with regards to any legal matters.
- Review legal documents, instruments, or other material, identifying important issues, similarities and inconsistencies and advice accordingly.
- Prepare legal opinions/advice on a wide range of law issues.
- Litigation management and review of the recommendations of the Panel Attorneys and Law Advisors with regard to court cases and legal administrative affairs.
- Provide legal advice on human resources matters and assists in reviewing administrative decisions.
- Administer programmes of legal technical assistance.
- Serve on various legal committees.
- Give advice regarding problems of interpretation, legal liability, exercising of powers, other legal matters and the efficient functioning of the legal/judicial system.
- Prepare case files, draft legal documents for the Attorney/ Law Advisors to provide formal legal advice.
- Provide input to subordinates to prepare and draft legal documents.
- Give written instruction to subordinates to comply with review directives.
- Ensure that cases relating to administrative appeals of the Fund, are researched and prepared accordingly.
- Authorize payment of valid claims and determine method of payment.
- Provide advice to the Senior Management and the Line Managers across the range of the Department's legal interests, risks and obligations.
- Contribute a legality assurance perspective to the Fund's strategic and governance processes, particularly the executive decision-making process.
- Build understanding of legal issues, risks and obligations through advice, communications and training, especially for other legal services staff and managers.

#### Prepare legal documents and reports

- Draft reports or briefs on legal or legal policy.

- Research applicable legislation and principles relating to the legal document in question, achieving compliance.
- Draft various legal communications based on information provided, with proper consideration to legal implications of a response.
- Provide inputs within the stipulated time frames in the compilation of annual audit report at the financial year-end.
- Provide legal advice or comments on reports that has to be tabled before management.
- Compile interim audit reports required by the Senior Manager: Legal Services during the year, highlighting potential risk areas and making legal recommendations.

#### Manages and develops staff

- Monitor performance of direct reports, check that all is aligned with planned targets.
- Allocate work according to the urgency of the matter and according to the individual workload, expertise, and developmental needs of the individual.
- Identify development and succession planning requirements.
- Monitor that outputs achieve the business unit requirements.

#### REQUIREMENTS:

- A relevant three-year Bachelor's Degree/N Dip/B Tech or equivalent three year qualification (360 credits) with six (6) years appropriate proven experience in a Legal Service environment of which three (3) years was in a supervisory/managerial role.
- Computer literacy that includes a good working knowledge of Microsoft Office products.

#### COMPETENCIES:

- Knowledge of Legal Research methodologies.
- Knowledge of contract law.
- Knowledge of retirement fund industry.
- Knowledge of SA Pension Fund Legislation.
- Knowledge of Public Service legislation and regulatory frameworks (Public Service Act, PFMA, King Report etc).
- Strategic capability and leadership.
- Technical skills.
- Good communications and problem solving.
- Good negotiation skills.
- Good presentation skills.
- Good report writing skills.
- Computer literacy.
- Conflict management skills.
- Facilitation skills.
- Customer focus.
- People management and empowerment.
- Decisiveness.
- Professionalism.
- Attention to detail.
- Integrity, reliability and honesty
- Quality and results orientated

**Closing date: 28 October 2019 before 12h00 noon. No faxed / e-mailed / late applications will be considered.**

**Employment Equity target for the post is Coloured/Indian/White males and Indian/Coloured females or people with disabilities. Candidates of the specified groups are encouraged to apply.**

NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Mapule Mahlangu on 012 399 2639, 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-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 an annual performance agreement and will be required to undergo a security clearance.



the gpaa

Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA