

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 20 March 2023 before 12h00 noon
 : No late applications will be considered. 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 addresses 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) only. Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted 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 (when shortlisted). The certification of all supporting documents will be expected of the shortlisted 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, 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 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.

MANAGEMENT ECHELON

<u>POST 08/63</u>	:	<u>DIRECTOR: FRAUD AND FORENSIC MANAGEMENT REF NO: SM/FFM/2023/03-1P</u> Fraud And Forensic
<u>SALARY</u>	:	R1 105 383 - R1 302 102 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in either Accounting/Law/Audit/Enterprise Wide Risk/Fraud as recognized by SAQA; A minimum of eight (8) years demonstrated experience in the Fraud and Forensic environment of which five (5) years should be at a middle/senior managerial level; Display extensive knowledge of fraud prevention and investigation management. Extensive knowledge of PFMA, Treasury and Public Service Regulations and 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 Forensic field will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Fraud Prevention and Forensic Investigation framework, methodology, strategy. Knowledge of Data Analytics: techniques, 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 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 shortlisted candidates only. Interviews 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.
<u>DUTIES</u>	:	Ensure implementation of 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; Analyze trends and prepare reports to provide recommendations on 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, 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; Analyze service delivery gaps and challenges, define service delivery operational measures and targets and implement remedial action strategies; Proactively ensure the identification and mitigation of operational and fraud risks and proactively identify, monitor and

mitigate risks. Lead 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 a 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 sound cases files are prepared to enable successful prosecution of perpetrators; Represent GPAA in disciplinary and court proceedings or nominate an appropriate representative to best present the organization'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 employees' credit histories to identify any high risk employees in a timely manner and 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 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) and 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, check that such are aligned with planned targets and establish and manage agreed budgets in consultation with the Chief Risk Officer, ensuring that costs are contained.

- ENQUIRIES** : Mapule Mahlangu Tel No: 012 399 2639 and Application Enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa55@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : One permanent position of Senior Manager: Fraud and Forensic Management is currently available at GPAA: The purpose of the job is to ensure management of Fraud Prevention and Case Management initiative for the GPAA.

OTHER POSTS

- POST 08/64** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: ASD/HRD/2023-03-1P**
Human Resource Development

- SALARY** : R393 711 per annum (Level 09), (basic salary)
- CENTRE** : Head Office Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelor's Degree/National Diploma or equivalent three year qualification (NQF6 with at least 360 credits) in Human Resources

Management/Human Resources Development or related HR field with at least 4 years' experience in Human Resources Training and Development field of which at least 2 years involved supervising or management of staff; Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). Knowledge of: Training and Development; Strategic planning; PFMA; Skills Development Act and related legislation; Policy Development; Competence in Policy implementation; Skills and attributes: Analytical; Emotional; intelligence; Customer relations; Problem solving; Communication skills which include good report writing and the ability to communicate at all levels. Negotiation; Facilitation; Conflict management; Interpersonal relations; Working in a team; Ability to work independently; Deadline driven. 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 shortlisted candidates only. Interviews 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.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Implement the Workplace Skills Plan in line with the Human Resources Development Strategy: Develop a training schedule and ensure that the schedule supports the requirements of the Skills Development Strategy and Workplace Skills Plan. Prioritize training delivery in line with GPAA strategy. Appoint the relevant training/service providers in line with SCM. Ensure quality training is provided to ensure performance improvement. Ensure adherence of external service providers to the Service Level Agreements (SLAs). Provide advisory services on issues pertaining training. Consult and negotiate with employees, management, unions and social partners. Perform the function of a Skills Development Facilitator (SDF). Development of Workplace Skills Plan and the Annual Training Report in line with legislative requirements: Conduct training needs analysis. Consolidate data to inform the Workplace Skills Plan. Compilation of monthly, quarterly and annual training report to the relevant stakeholders. Present to stakeholder groups and coordinate approval of the WSP/ATR for timely submission to the relevant SETA. Management and alignment of training opportunities and individual requirement with bursary opportunities: Identify opportunities to be aligned to the bursary scheme. Make opportunities available to employees and external learners. Manage the administration of bursaries and report back to the relevant stakeholders. Ensure measurement of the Return on Investment. Review policies/processes when there is a need to. Development and implementation of the HRD Strategy: Development and monitor implementation of the HRD policies. Facilitate the process of development and review of HRD Strategy. Develop and submit annual HRD strategy implementation plan. Develop and submit HRD strategy, annual implementation plan and monitoring report. Prepare and present quarterly reports to management. Monitor and evaluate implementation of the HRD strategy. Manage implementation of other training and development interventions in line with the legislation, directives and resolutions taken (ABET and RPL). Manage the ABET and RPL projects. Manage the implementation of the directives and resolutions. Conduct knowledge assessment for placement of learners. Coordinate and facilitate ABET classes. Research and implement directives, resolutions and new training interventions. Ensure that GPAA employees are informed of such before implementation. Manage the implementation of the mentorship and coaching projects in the GPAA that includes internships, Learnership, In-service training, Talent and Succession Management, Recognition of Prior Learning etc.: Ensure that development programmes are implemented effectively. Support the line managers and recipients of mentoring and coaching. Monitor the progress of the programmes and measure Return on Investment. Address all challenges emanating from the implementation of the programmes. Manage compliance in line with the education and training prescripts that support the training and development environment: Ensure compliance to the quality system as prescribed in the training and development prescripts. Compliance to support training and

development initiatives. Develop and manage a Management Information System for training and development in the GPAA. Ensure training and development activities are aligned to other human resources processes and systems. Component Management: Effective management of staff and unit performance. Effective management of staff development and training according to PDP. Effective management of risks. Effective management of audit findings. Management of customer satisfaction levels.

- ENQUIRIES** : Felicia Mahlaba Tel No: 012 319 1455. Application enquiries: Ms Koena Tibane Tel No: 011 – 941 1953 / 086 1999 960
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaal@phakipersonnel.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role is: To manage the Training and Development function in the GPAA. One permanent position for Assistant Director: Human Resource Development is currently available in the HRD Unit of the GPAA.
- POST 08/65** : **ASSISTANT DIRECTOR: UNCLAIMED BENEFITS-TRACING & RE-ISSUES**
REF NO: ASD/UBRI/2023/03-3C
Finance: Unclaimed Benefits
12 months contract
- SALARY** : R393 711 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Head Office Pretoria
REQUIREMENTS : A B Degree / N Dip or a recognized three-year tertiary qualification in Finance with at least four years Financial Management experience of which at least two years involved supervising/management of staff (or at a supervisory level). Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be an added advantage. Knowledge of PFMA and National Treasury regulations will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Financial Management; Knowledge of Strategic Planning; Knowledge of Project Management; Analytical skills; Strong leadership and managerial skills; Finance skills; Planning and Organizing skills; Decision making and problem-solving skills; Communication skills (written and verbal); Customer oriented; Persuasiveness and flexibility; Customer service orientation; Ability to take responsibility; Ability to work under pressure; Ability to delegate; Ability to detect errors; Quality and results oriented; Adhering to business ethics. 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 shortlisted candidates only. Interviews 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.
- DUTIES** : The successful candidate will be responsible for a wide variety of tasks which includes the following, but not limited to: Oversee the tracing of unclaimed and unpaid benefits: Establish which benefits can be categorized as unclaimed and which are unpaid based on reports received; Allocate the responsibility for tracing of beneficiaries to relevant staff members; Conduct regular checks to ensure compliance with established policies and procedures related to the tracing of unclaimed benefits; Authorise the requirement for second level tracing by external providers; Manage compliance with established processes and procedures for second level tracing; Assist Admin Officer (Regional Supervisor) and Financial Administrators (Tracers) with processing of cases not traced to unclaimed benefits in accordance with the requirements of specific case; Review unclaimed benefits monthly report; Set up platforms, structures and committees with government departments, communities, churches and social groups that will assist in tracing of unclaimed benefits; Monitor the successes of these platforms and if no success, review and advise on better strategies; Reduce unclaimed benefits cases and amount as indicated on the APP targets; Assist on the implementation of the tracing strategy. Monitor the administration and processing of re-issues: Oversee the processing of journals and general ledger transactions related to re-issuing of

benefits; checking compliance with standard accounting procedures; Ensure that the tracing of beneficiaries for re-issue purposes occurs in terms of relevant processes and procedures; Assess the authenticity of beneficiaries successfully traced; Authorise journal and general ledger transactions on re-issue, confirming the accuracy of figures presented. Ensure the processing of unclaimed benefits and unpaid benefits cases: Conduct regular checks to ensure compliance with established policies and procedures related to the processing of unclaimed and unpaid benefits; Assist Admin Officer and Finance Administrator (Tracer) with processing of cases in accordance with requirements of specific case, particularly cases where complex issues have been identified; Assess the authenticity of beneficiaries successfully traced based on a review of associated documentation; Approve payment of cases prepared by the Administration Officer within specified financial authorization limits; Follow up on payments made to beneficiaries in terms of agreed time frames; Conduct follow up of unclaimed cases in accordance with agreed processes. Implement and maintain internal control processes for the section: Provide strategic inputs on development of internal policies and guidelines; Align internal controls with GPAA policies and Auditor General strategic guidelines; Ensure continued adherence to developed and approved internal controls; Undertake corrective measures on deviation to internal controls; Recommend internal procedures and processes which will improve effectiveness and efficiency of the section and ensure adherence; Research latest trends and developments relating to the section, recommending plans to improve service delivery to the Manager; Provide information for management forums within GPAA, contributing accurate details to enable sound decision making; Undertake and facilitate training on policy. Facilitate the operations of the Unclaimed and Unpaid Benefits Section: Check the integrity of the unclaimed benefits data being captured on the system; make sure that it is reliable and valid at all times; Coordinate daily operational activities to ensure that the area functions effectively and efficiently, achieving S.L.A's and agreed turnaround times; Assist in compiling various communications to be distributed to internal stakeholders, ensuring accuracy and professionalism of communication; Submit reports, reflecting accurate information on beneficiaries successfully traced and achievement of the section's objectives for Manager's reporting. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, develop performance standards and evaluate team and individuals; Monitor staff regarding human resources such as leave, recruitment and grievances; Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan. Provide management support on the administration of Exits and return of unclaimed benefits transactions: Administer all unclaimed benefits where there are no bank accounts; Administer unclaimed benefits returns; Support the undertaking of risk management responsibilities with regards to unclaimed benefits; Support timeous resolution of audit queries related to unclaimed benefits.

- ENQUIRIES** : Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) gpaa57@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The successful candidates will be based in Head Office Pretoria and each one will oversee different provinces. One will oversee Eastern Cape, KZN, Mpumalanga and Western Cape. One will oversee for Free-State and Gauteng and National Department. One will oversee Northern Cape. Limpopo and North West The purpose of the roles are to assist in the management of the Unclaimed Benefits, Tracing and Re-Issues Accounts. Three positions for Assistant Directors: Unclaimed Benefits-Tracing and Re-Issues: Finance Section are available at the Government Pensions Administration Agency. These positions will be filled as 12 months' contract positions. The successful candidates will be based in Head Office Pretoria and each one will oversee different provinces. One will oversee Eastern Cape, KZN, Mpumalanga and Western Cape. One will oversee for Free-State and Gauteng and National Departments. One will oversee Northern Cape, Limpopo and North West.

- POST 08/66** : **ADMINISTRATIVE OFFICER: TRACING (REGIONAL SUPERVISOR)**
Unclaimed Benefits and Re-Issues
(12 months contract)
- SALARY** : R269 214 per annum (level 07), plus 37% in lieu of benefits
CENTRE : Based At: Durban, Pretoria Ho, Mafikeng and Polokwane Regional Offices
Durban: Ref No: AO/TRUC/DURBAN/2023/03-1C
Pretoria: Ref No: AO/TRUC/PTA/2023/03-1C
Mafikeng: Ref No: AO/TRUC/MAF/2023/03-1C
Polokwane: Ref No: AO/TRUC/POL/2023/03-1C
- REQUIREMENTS** : A recognized three-year tertiary qualification/B Degree/National Diploma in Finance/Accounting (at least 360 credits) with two years appropriate experience within the Finance/ Accounting environment of which at least one year includes exposure in Unclaimed Benefits and Re-Issues (Tracing) or debt collection. Supervisory experience of at least 6 months will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products, which include Word and Excel. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be an added advantage. The applications of individuals currently residing in the respective provinces may receive preference and targeting the geographical area sourced for. Knowledge of the Treasury Regulations on Pensions Administration; Knowledge of Public Finance Management Act (PFMA); Knowledge of applicable legislation within Unclaimed Benefits and Tracing Section; Knowledge of Government Employees Pension Rules and Legislation; Knowledge of compliance with standard accounting and relevant procedures; Self-management skills; Problem solving skills; Analytical thinking; Time management; Delegation skills; Customer service orientation; Communication skills (written) with the ability to communicate at all levels; Ability to work accurately and independently; Ability to work in a team; Ethical conduct; Deadline driven; Initiative. 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 shortlisted candidates only. Interviews 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.
- DUTIES** : Pro-active stakeholder management: Coordinate the communication with departments of COGTA, DPSA, and Social Development on tracing matters in respective provinces; Manage the unclaimed benefits lists and tracing done by the employer departments in respective provinces; Manage the unclaimed benefits list and tracing done by DPSA, COGTA and Social Development agents (community development workers); Manage the tracing relationships with municipalities in respective provinces; Establish tracing networks with all external parties including public entities. Assist in tracing of unclaimed and unpaid benefit cases: Request and download Unclaimed Benefits accounts to Excel and reconcile; Ensure that Unclaimed Benefit cases are allocated and traced; Identify complex cases and engage the Forensic Unit and the supervisor for solution; Prepare cases for second level tracing, according to specified procedure and requirements; Monitor work done by external service providers on tracing of Unclaimed Benefits; Ensure correct beneficiaries are paid; Engage Forensic department when syndicates are involved in defrauding unclaimed benefits; Minimize the cost of tracing Unclaimed Benefits. Render effective administration of the funds: Provide accurate information for the compilation of budget; Monitor of expenditure of the tracing budget; Compile monthly reports and present to management; Process and authorize journals; Implementation of work plans; Reduce unclaimed benefits to acceptable levels as per the annual performance plan. Ensure compilation and review of cases: Perform reconciliation of unclaimed benefits accounts and review the correctness of the account; Review of traced cases and provide corrections where necessary; Compilation of reports of traced cases; Ensure that the expected target is achieved. Supervision of the staff: Allocate work according to skills and competencies of subordinates; Manage staff performance;

- develop, train and coach; Maintain discipline; and ensure that subordinates are informed about changes in work environment or management decisions.
- ENQUIRIES** : Mr Mbongiseni Nkosi Tel No: 012 399 2202 Application enquiries: Ultimate Recruitment Solutions Tel No: 012 811 900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) gpaa58@ursonline.co.za quoting the reference number in the subject heading of the email
- NOTE** : The purpose of the roles are to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. Four contract positions of Administrative Officers (Regional supervisors) within the Unclaimed and Re-issues Section are currently available at the Government Pensions Administration Agency based in the respective areas as indicated: Durban, Pretoria, Mafikeng and Polokwane Regional Offices.
- POST 08/67** : **VETTING OFFICER (INVESTIGATOR) REF NO: (VO/PS/2023/03-1P)**
Physical Security
- SALARY** : R269 214 per annum (Level 07) (basic salary)
- CENTRE** : Head Office Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent three-year tertiary qualification (minimum of NQF 6 with at least 360 credits) in Social Sciences/Security Investigation or related areas; At least three years experience in the vetting environment; SSA vetting course will be an added advantage; Extensive experience in and knowledge of applicable legislation with regards to vetting (National Strategic Intelligence Act, MISS, National Vetting Strategy, etc); Short courses in the following will be a distinct advantage: Analysis, Conflict Management, Listening, Interview skills; Valid driver's license of at least 12 months (proof will be requested); Computer literacy that would include a good working knowledge of Microsoft Office especially Word and Excel; Knowledge of interpretation of policies; Knowledge of investigations; Knowledge of risk analysis; Interviewing skills; Communication and listening skills which include verbal communication (report writing); Language proficiency skills (Proficiency in English is a requirement); Ability to work independently; Flexibility; 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 shortlisted candidates only. Interviews 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.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Conduct vetting field-work investigations: Gather relevant information; Conduct proper analysis and quality check on the information; Compile and submit reports to management and SSA on all vetting files and report completed on a regular basis; Conduct vetting investigations in respect of secret and top secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations: Analyse, research and evaluate all vetting related information; Provide advice and guidelines on the interpretation and application of legislation, policies and procedures; Assist in the development, implementation and maintenance of investigation operating procedures. Provide effective communication channels and systems between the Department and the SSA and other related Agencies: Liaise regularly with SSA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information; Establish and promote relationships with external stakeholders, including, credit information providers, to access information. Administer vetting files and reports: Participation in project and task teams dealing with a variety of subject areas. Administer files and reports completed ensuring quality control and effective and efficient systems and report on all work allocated; Conduct vetting and security related research and development.
- ENQUIRIES** : Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: Mpho Ngubane Tel No: 011 884 8010/ Aalia Hoosen on Tel No: 011 884 8010

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 signed) applicationsgpaa@afrizan.co.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to conduct vetting fieldwork investigations in line with the relevant prescripts. One permanent position of Vetting Officer (Investigator) is currently available at the Government Pensions Administration Agency: Physical Security Section – Pretoria Head Office