

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 19 June 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 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. 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 indicated 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). When applying through the online system, applicants are required to attach copies of all qualifications including National Senior Certificate/Matric certificate/equivalent/ID, etc., however, these documents need not be certified at the point of application, but certification will be required prior to attending the interview. 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. 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.

OTHER POSTS

<u>POST 19/32</u>	:	<u>DEPUTY DIRECTOR: MEDICAL BENEFIT ADMINISTRATION REF NO: DD/MBA/PRG2.1/2023/05-1P)</u> Medical Benefit Administration Programme 2. 1
<u>SALARY</u>	:	R958 824 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma / B Degree/ B Tech (at least 360 credits) with six (6) years' appropriate experience in the Benefits payment environment or the Medical Aid payment / administration environment of which at least three (3) years' experience in a managerial role. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Experience and knowledge of any/combo of the following systems may serve as an advantage: Benefit payment processing systems. Knowledge of the Administration of Employee Benefits. Knowledge of GEPF services and products. Knowledge of GEPF systems and service delivery applications. Knowledge of applicable relevant legislation within the Medical Benefit Administration environment as well as PFMA. Managerial / leadership skills. Business analytical skills. Customer orientated. Good decision making and problem-solving skills. Effective communication skills (verbal and written) with the ability to communicate at all levels. Ability to work independently. Ability to delegate. Ability to work under pressure. Ethical business conduct. Interpersonal relations. Presentation skills.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage the processing of post-retirement medical benefit applications: Oversee the manner in which the post-retirement medical benefits are processed in compliance with the Medical Scheme rules and PSCBC Resolutions, Determination and Directives. Oversee the linking, pre-verification and processing of the documentation. Oversee the liaising with relevant stakeholders regarding incomplete information and supporting documentation on the application documents. Oversee the issuing of benefit letters to members and stakeholders (Medical Schemes). Support the CRM in providing feedback in resolving queries from members pertaining post-retirement medical benefits. Ensure various communications to be distributed to internal and external stakeholders from the Medical Benefit Administration area. Ensure accurate and complete information is communicated as per prescribed legislation. Manage the benefits payment process: Support the CRM in providing feedback in resolving queries from members pertaining post-retirement medical benefit payment. Manage and eliminate delays in the payments of post retirement. Oversee that all payments relating to Medical Benefit Administration is in accordance with applicable legislation and PFMA. Ensure that all payments captured in the BAS system are verified and in line with the PFMA and other legislative requirements. Ensure that BAS payment stubs are printed daily and distributed to Medical Benefit Administration: Finance. Oversee that annually, bi-annually, and monthly tax reconciliations are processed and paid according to SARS legislations. Oversee the implementation of annual subsidy increases as well as medical scheme annual contribution increases. Assist in the testing and implementation of system changes to enhance performance in the Section. Provide input to the strategic management of the Section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant legislation applicable to post-retirement medical benefits. 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. Provide monthly, quarterly and annual reports and statistics regarding the performance of the section to management. Provide interpretation and advice on the applicable legislation and rules governing post-retirement medical benefits. Manage all resources in the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and development needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and effectiveness, minimizing absenteeism and turnover. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental

		communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.
<u>ENQUIRIES</u>	:	Rebecca Hatlane Tel No: (011) 941 1953 (from Phaki Personnel)
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa1@phakipersonnel.co.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is to manage the Post-retirement medical benefit activities within the Medical Benefit Administration Section of GPAA. A permanent position of Deputy Director: Medical Benefit Administration is currently available at the MBA Unit of Programme 2.1 of the GPAA.
<u>POST 19/33</u>	:	<u>INTERNAL AUDITOR: REGULARITY AUDIT REF NO: IA/RA/2023/05-1P</u> Internal Audit
<u>SALARY</u>	:	R359 517 per annum (Level 08), (basic salary)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma or equivalent three year qualification (at least 360 credits) with three (3) years relevant experience within the Internal Audit environment. Computer literacy that includes a good working knowledge of Microsoft Office packages. Knowledge of service delivery innovation. Knowledge of client orientation and customer focus. Knowledge of Financial management. Knowledge of people management. Knowledge of Programme and Project management. Knowledge of relevant legislative requirements and GPAA policies and procedures. Knowledge of Pension Fund Regulations and Rules. Knowledge of Benefits Administration. Knowledge of Relevant systems. Communication skills (verbal and written). Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Customer Relationship Management (Channel Management). Industry knowledge. Financial management including budgeting and forecasting. Compliance Management. The applicant is encouraged to attach supporting documentation such as ID, all qualifications and driver's license (where applicable) – no need to be certified - as this assists in the turnaround time of the recruitment process.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Undertake Audit projects: Perform Internal Audits as allocated, according to internal policy and best practice; meeting specified deadlines. Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the internal control environment; Compile audit findings, collating relevant working papers to provide evidence to support audit findings; Recommend actions emerging from audits based on schedule of findings collected; deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required; Internal Audit reporting: Provide reported feedback on progress against the approved audit plan. Compile audit findings and prepare review notes, to highlight audit matters that were not completely addresses by the Internal Audit process. Prepare reports on audit findings for submission. Flag audit risks and breakdowns in the internal control environment. Compile an indexed and referenced audit file for each audit conducted, according to quality procedure and policy requirements, meeting deadlines for submissions. Assist in the preparation of reports for EXCO and the Audit Committee. Develop preliminary audit plans: recommend priority areas for the Internal Audit Programme based on preliminary survey of risk areas; Assist in compiling detailed annual audit plans for implementation within allocated audit area. Review current systems and processes to assist in compiling a workplace plan for each audit engagement, specifying resource requirements, time frames and priority areas; obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines. Process improvements and Research. Keep abreast with global trends and best practice. Review current audit systems and processes in order to recommend improvements to enhance effectiveness. Evaluate the application of audit control measures. Check the integrity and reliability of financial and/or information on computerized systems, recommending any changes required to the Audit Assistant Manager. Provide advice and guidance on Audits to be conducted and propose solutions for financial and/or technical related problems. Contribute to raising awareness of the internal Audit business unit by engaging with stakeholders.
<u>ENQUIRIES</u>	:	Koena Tibane Tel No: (011) 941 1953

- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit11@phakipersonnel.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role is to provide an internal audit service for an allocated area in order to minimise risk to GPAA. One permanent position of Internal Auditor: Regularity Audit is currently available at the Government Pensions Administration Agency: Internal Audit Section – Pretoria Head Office.
- POST 19/34** : **ADMINISTRATOR: PAYROLL REF NO: FA/PAY/2023/05-2C**
Finance
12 months contract
- SALARY CENTRE REQUIREMENTS** : R241 485 per annum (Level 06), basic salary plus 37% in lieu of benefits
: Pretoria
: An appropriate three-year tertiary qualification (Degree/ National Diploma or equivalent 3-year qualification at least 360 credits/NQF 6) ideally in the Finance field with 18' months proven experience in Salary administration / Payroll/ Finance or Grade 12 or equivalent with three (3) years proven experience in Salary administration/Payroll/Finance. Experience within Salary Administration or Payroll will be preferential. Computer literacy that would include a good working knowledge of Microsoft Office products. Working knowledge of ACCPAC/BAS/PERSAL will serve as an advantage. Knowledge of the calculations of salaries and benefits (job knowledge). Knowledge of ACCPAC/BAS/Accounting systems. Knowledge of Debtors recovery process. Excel and MS Word. Knowledge of PFMA and National Treasury Regulations. Knowledge of Regulatory Reporting requirements. Knowledge of PERSAL. Written and verbal communication skills at all levels. Planning and organization. Time management skills. Conflict management skills. Numerical skills. Ability to work under pressure. High level of reliability and adaptability. Ability to multi-task. Ability to work in a team and independently. Attention to detail / accuracy. Honesty and integrity. Ability to perform routine tasks.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide administrative support to Internal GPAA employees and external clients. Resolve general enquiries and escalate unresolved and high level enquiries. Process payments of supplementary runs. Distribute statements from PERSAL to third parties. Distribute ACCPAC statements to debtors. Communicate to Government departments/ Parastatals with regards to departmental claims deductions and compensation. Ensure all documents are checked according to DPSA and Departmental guidelines on PERSAL, all claims and advices. Provide administrative support to the unit: Distribute PERSAL payroll reports. Receive and filing of correct certified payroll reports. Follow-up of outstanding PERSAL payroll reports. Perform office administrative activities. Draft and type standard correspondence and documents. Initiate stationery and equipment orders for the section. Provide requested documents on audit queries. Liaise with business units with regard to Payroll related matters: Submit debt advice to HR. Submit changes on employee profile to be made on PERSAL. Submit PERSAL reports to general ledger. Receive transport documents of subsidized vehicles from security. Receive and verify appointment documents. Receive Annexure A documents and leave calculation for termination process. Receive leave without pay advice. Provide debt management and recovery in the unit: Issue and obtain acknowledgement of debt. Create debt on financial system. Follow up and recover debt. Calculate and create interest batch. Allocate and capture receipts, invoices, adjustments and credit/debit notes on the system. Prepare documents for summons to legal section. Track and trace of debtors. Prepare age analysis report for year end on in-service, out of service and third party. Compile a list for debtors recommended for write-off and bad debt provisions. Filing of all documents. Reporting monthly on recovery progress.
- ENQUIRIES APPLICATIONS** : Mxolisi Makhasana Tel No: (011) 941 1953
: It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit7@phakipersonnel.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role is: to render administrative support to the Payroll Administration unit within GPAA. Two contract positions of Administrators: Payroll (12 months) are currently available at the Government Pensions Administration Agency: Finance – Pretoria Head Office.

<u>POST 19/35</u>	:	<u>EB ADMINISTRATOR – PROCESSOR MEMBER MAINTENANCE REF NO: EBA/PMM/2023/05-7C</u> Employee Benefits Programme 2.2 (Membership) 12 months contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06), basic salary plus 37% in lieu of benefits Pretoria Office An appropriate three (3) year tertiary qualification (preferably in Public Administration or Finance) with 18 months proven administration/processing experience in Employee Benefits or Financial Services or Life Insurance OR A National Senior Certificate/Matric/Grade 12/equivalent qualification with three (3) years proven administration/processing experience in Employee Benefits or Financial Services or Life Insurance. Computer literacy on Microsoft Office products especially Excel. Knowledge of GEPF services and products. Knowledge of Financial administration. Knowledge of applicable Legislation within Employee Benefits Section. Planning and organizing skills. Decision making and problem-solving skills. Good communication skills. Work independently. Customer service orientation. Ability to work under pressure. Interpersonal relations.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process membership records of active and exit membership: Update member profile and process admissions of new members to the fund. Updating personal details of active members via CIVPEN and/or Workflow systems. Updating dependent and/or beneficiary details on active member profile. Rectify/update employment and service period details of active members. Accurately capture employer and member's details on the system in accordance with the relevant GEPF rules and Regulations. Ensure vital documentation has been provided for proof pertaining to required changes. Maintain ownership and hold responsibility of all documents once they are read in. Access the relevant function on the system to load beneficiaries' information as per the form WP1002. Forward updated information to supervisor to conduct quality checks. Ensure that messages / comments on all documents read out are precise and simple for others to understand. Provide verification support: Identify system number linking errors and process cases or escalate to the linking processor. Make corrections of system/user errors via Process Status 2 reports. Verify and accurately update member's details on the system in accordance with the relevant GEPF rules. Verify that relevant documents are attached before processing an exit document. Demonstrate outstanding job knowledge and apply technical skills. Create an error memo to Back Office to follow-up on the incorrectly completed exit documents. Identify and correct document linking or escalate to Administration Officer for assistance when required. Attend to member queries: Deal with dedicated queries as a matter of urgency and ensures that resolutions are implemented. Request additional or more information if required. Follow-up on vital information to be submitted. Render both routine and ad hoc services where necessary or on request from a supervisor or management, delivering or collecting urgent cases. Provide clerical support services in handling of documents: Ensure that processed exit documents for relevant section are counted and put in secured/locked boxes. Hand deliver any urgent exit documents to the relevant unit for further processing. Investigate the missing documents and file. Print and certify copies of the printed documents. Refer rejected cases to relevant business units.
<u>ENQUIRIES</u>	:	For any technical issues please contact Destiny Penniken Tel No: (011) 883 5035 or email destinyp@affirm.co.za
<u>APPLICATIONS</u>	:	It is mandatory to send your application (comprehensive CV and new Z83 signed) to www.affirmativeportfolios.co.za/GPAA/ quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is to provide administration support services of Membership Maintenance function within GPAA. Various EB Administrator: Processor Member Maintenance 12-month contract positions are available at Membership within the Government Pensions Administration Agency.

<u>POST 19/36</u>	:	<u>EB PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION PROCESSING REF NO: PBAP/EB-OPS/2023/05-1C</u> Employee Benefits: Pensioner Maintenance Unit 12 months contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06), basic salary plus 37% in lieu of benefits Pretoria An appropriate three (3) year N Dip/B Degree or similar three year tertiary qualification with at least 360 credits (preferably in administration/finance) with 18 months proven experience in the processing and/or payment of claims. Candidates with experience in the administration and processing of Retirement fund/Employee Benefits claims will receive preference OR A Senior Certificate/Matric/Grade 12 (ideally with either Mathematics or Accounting as a passed subject) with three (3) years proven experience in the processing and/or payment of claims. Candidates with experience in the administration and processing of Retirement fund/Employee Benefits claims will receive preference. Experience of the MS Office package, with particular focus on MS Excel. Knowledge of Standards and procedures of Claims Processing. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF Services & Products will serve as an advantage. Knowledge of GEP Law & Rules will serve as an advantage. Knowledge of GPAA Policies will serve as an advantage. Analytical thinking. Financial management. Analytical thinking. Good communication skills both verbal and written. Problem solving skills. Customer orientation. Creative thinking. Negotiation skills. Logical thinking. Attention to detail. Ability to build strong network relationship. Stakeholder management. Production driven.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process Claims. Review applications/claims received for various types of exits or claims. Check that all supporting documentation is attached as per the requirements of the specific claim. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member's information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the various Funds/schemes. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.
<u>ENQUIRIES</u>	:	URS Response Handling Tel No: (012) 811 1900 (application enquiries) or Felicia Mahlaba Tel No: (012) 319 1455
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpa63@ursonline.co.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is: To provide administrative support for the processing and payments of pension claims. One contract position of EB Processor (EB Administrator) – Benefits Application Processing (12 months) is currently available at the Government Pensions Administration Agency: EB Pensioner Maintenance – Pretoria Head Office.