

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 21 July 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

- POST 23/19** : **DEPUTY DIRECTOR: RESEARCH AND POLICY REF NO: DD/RE&POL/07/2023-1C**
(12 months contract)
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A Bachelor's Degree/N Dip or recognized three (3) year tertiary qualification (at least 360 credits) in Management or related with six (6) years' appropriate strategic research and policy development experience which should include three years proven supervisory/management experience. Computer literacy in Microsoft packages including MS Office Pro. A Portfolio of evidence will be a prerequisite. Knowledge of Policy Formulation. Knowledge of Research Methodology. Knowledge of Roman / Dutch and SA Law. Knowledge of Ethics. Knowledge of Process and Workflow. Knowledge of Risk Management. Knowledge of political science. Professionalism. Ethical behaviour. Self discipline. Target driven. Punctual. Motivator. Research skills. Business writing skills (English). Statistical Analysis. Facilitation skills. Project Management. Supervision.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Policy development and communication: Oversee the revision and development of GPAA policies. Make recommendations for policy changes. Provide support and advice on policies and practices and the implementation thereof. Ensure availability of all policies to staff. Conduct training and awareness sessions on policies. Develop and circulate pamphlets / documentation regarding policies and implementation / changes. Develop articles for circulation to staff. Ensure all policies are available on the intranet. Maintain a policy repository file, network, and internet. Coordinate and facilitate research activities: Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies. Draft research specifications, based on needs analysis. Ensure research is conducted within set timeframe to meet policy requirements. Oversee quality control of research. Respond to internal and external research enquiries. Conduct research, using different research methodologies within timeframes and budget. Compile formal findings report with substantiating statistics. Develop the research agenda for the GPAA and maintain protocols for internal and external research: Conduct needs analysis and identify areas of research. Prioritise research and provide feedback. Maintain research protocol. Maintain the repository of research products and facilitate dissemination of research results. Draft research reports. Manage and develop staff reporting to this position: Set, agree and monitor performance of direct reports, check that aligned with performance agreements. Identify development needs and succession planning requirements and provide coaching and mentoring as appropriate. Allocate work according to the individual workload, expertise and developmental needs of the individual. Ensure employment equity compliance. Monitor that individual output achieve business requirements. Recruit departmental staff using defined process. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover. Motivate staff through the implementation of various recognition mechanisms. Facilitate communication through appropriate structure and systems. Enable knowledge sharing and knowledge transition processes, including sharing of best practice across the GPAA. Contribute input to performance feedback and coaching of team members.
- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role: To manage all research and policy development in the GPAA. One contract position of DD: Research and Policy is currently available at Pretoria Head Office on a 12 months contract basis.
- POST 23/20** : **ASSISTANT DIRECTOR: SPECIAL PENSIONS (ADJUDICATION) REF NO: ASD/SP/ADJ/2023/07-1P**
- SALARY** : R527 298 per annum (Level 10), (basic salary)
CENTRE : Pretoria (Trevenna)

- REQUIREMENTS** : An appropriate three-year tertiary qualification (B Degree / B Tech / N Dip) (at least 360 credits NQF level 6) with five (5) years' experience in Adjudication processes ideally relating to Special Pensions and or Research and Administration of Special Pensions. Candidates with experience in reviewing and drafting decisions in line with relevant legislation will receive preference. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Special Pension Act. Knowledge of Public Finance and Management Act. Knowledge of Programme & Project Management. Analytical thinking skills. Problem solving skills. Financial Management skills. Effective Communications skills (verbal and written) with the ability to communicate at all levels. Customer oriented. Ability to build strong network relationships. Work in a team.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes the following but not limited to: Provide Adjudication Services For Special Pensions: Manage the implementation of adjudication processes. Interpret, implement and apply prescripts and policies applicable to Special Pensions. Review, validate information received from researchers and verifiers. Issue notices, requiring attendance and/or production of documents necessary to carry out adjudications. Conduct overall interviews with applicants and deponents. Evaluate all evidence for formulation of recommendations for approval and disapproval of Special Pension's applications. Ensure the correct and accurate interpretation of Special Pensions Act. Provide information on status of all adjudication hearing, discrepancies and contentious matters.
- ENQUIRIES** : URS Response Handling Tel No: (012) 811 1900 (application enquiries) or Felicia Mahlaba Tel No: (012) 319 1455
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpa62@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role: To adjudicate applications for Special Pensions in GPAA. One permanent position of Assistant Director in Special Pensions (Adjudication) is currently available at Pretoria office of the GPAA based at Trevenna.
- POST 23/21** : **CLIENT LIAISON OFFICER: MTHATHA OFFICE REF NO: CLO/EC/2023/07-1P**
- SALARY** : R424 104 per annum (Level 09), (basic salary)
- CENTRE** : Mthatha Office
- REQUIREMENTS** : An appropriate three-year tertiary qualification (B Degree / B Tech / N Dip) (at least 360 credits NQF level 6) with a minimum of four (4) years' experience in Client Relations management environment. A valid driver's license is mandatory, at least two years old (a copy will be requested to verify). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. The applications of individuals currently residing in the Province applying for may receive preference (Eastern Cape and adjacent areas). Demonstrable customer relations skills. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region applying for. Knowledge of two indigenous language spoken in the region applying for. Driving skills (hence the requirement of a driver's license). Good analytical skills. Strong customer orientation with good customer relations skills. Excellent problem-solving skills. Excellent communication skills at all levels in and outside the organization (verbal and written). Outgoing personality. Ability to build strong network relationships. Ability to work in a team. Excellent presentation skills. Ability to take responsibility and to work independently. Must be customer oriented, with good customer relations skills. Good problem-solving skills. Good communications skills both written and verbal with the ability to communicate at all levels. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. Excellent presentation skills.
- DUTIES** : The successful incumbent will be responsible for a wide variety of tasks which includes the following but not limited to: Providing education and training: Conduct training to HR Unit on correct completion of documentation to be submitted to GPAA. Conduct workshops and roadshows to Members, Employers and Stakeholders to create understanding of products used and processes to be followed. Conduct Induction Programme to employees and

stakeholders to create understanding of products used and processes to be followed. Plan presentation of education materials, monitor and evaluate the effectiveness of programmes conducted, recommending enhancements. Market new services offered by GPAA by conducting training of new/current Users including E-channel. Promote compliance with GPAA's processes and procedures. Compliance of employer and stakeholders. Check reported feedback regarding compliance of performance from the employer departments. Follow-up/trace missing information on outstanding documents in order to enable finalisation of the process (Trace members for outstanding life certificates). Analyse documents received on PCM (Pension Case Management) to provide feedback to departments on core issues identified, highlighting key issues to Senior CLO. Ensure that GPAA rules, products and processes are understood and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site. Provide information regarding member cases. Facilitate meetings with relevant client departments in resolving administrative issues. Confirm member status with employer (RMC). Update member information on the RMC portal application. Requesting and receiving additional information from Employer with regards to Medical and IOD. Interaction with Compensation Fund regarding IOD enquiries. Collection of all documentation: Pre-verification of documents received from Employer, Member and Third party. Checking and capturing of documents. Bar coding, linking and indexing of documents. Scanning documents onto PEKWA. Quality assurance of each case using control sheet. Collect supporting documents for RMC processes. Collect original awards from Employer regarding IOD.

- ENQUIRIES** :
- APPLICATIONS** :
- NOTE** :
- POST 23/22** :
- SENIOR COMMUNICATION OFFICER: EXTERNAL COMMUNICATIONS**
REF NO: SCO/E-COM/2023/07-1C
 External Communications
 (12 months contract)
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- DUTIES** :
- Felicia Mahlaba Tel No: (012) 319 1455
- It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.
- The purpose of a Client Liaison Officer is to provide client outreach, education, and employer compliance. One permanent Client Liaison Officer position is currently available at the Government Pensions Administration Agency in the Eastern Cape: Mthatha
- R359 517 per annum (Level 08), (plus 37% in lieu of benefits)
- Pretoria
- A B Degree / N Dip / B Tech or equivalent three-year qualification (with minimum 360 credits) in Communications or related field coupled with a minimum of three (3) years' relevant practical experience in Media Relations. The experience gained should include the drafting/writing of articles, speaking notes, media statements, publications etc. Candidates with experience in liaising with journalists and advertising representatives will receive preference. Computer literacy that includes Microsoft packages. Knowledge of media landscape. Knowledge and experience in execution of media campaigns. Knowledge and experience of writing media statements and articles. Knowledge and experience of writing reports. Ability to conceptualise, write and implement a Communication Strategy. Good analytical skills. Good communication skills (both verbal and written). Creativity. Integrity. Logical. Understanding of GEPF/GPAA and its processes. Understanding of the Pension fund (Employee Benefits) and Financial sector.
- The incumbent will be responsible for a wide variety of tasks which includes the following but not limited to: develop and maintain external stakeholder contact database, media monitoring and analysis: Keep the Communications Unit abreast of developments in pensions and finance sector. Monitor GPAA/GEPF coverage in the media. Recommendations to management to remedy media coverage. Arrange, coordinate and oversee media briefings. Record media briefing proceedings as part of a media monitoring and evaluation process. Regularly update media database. Create platforms to increase stakeholder engagements and maintain database. Organize workshops for external stakeholders. Liaise and maintain relationships with National and Provincial Departments and other stakeholders: Interact with different divisions and stakeholders to source information that needs to be

communicated to the public. Communicate with stakeholders regarding the implementation of the communication strategy. Assist in the implementation of Communication, Stakeholder and marketing strategy in GPAA. Maintain the external communications channels: Arrange and conduct regular and specialized interactions, including media visits. Ensure pre-recorded interviews are edited. Conduct live interviews. Create opportunities for and attend media briefings. Research and write articles for members' and pensioners publications: Draft speaking notes and media statements. Prepare briefing notes and packs for campaigns. Draft all publications and coordinate members' and pensioners' publications. Provide co-ordination of all external communication campaigns, and reports: Coordinate all outreach platforms. Provide logistical support for all roadshows and campaigns in GPAA. Assist with coordination of marketing on behalf of GPAA. Provide administrative support to the unit: Perform office administrative activities. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents related to claims, payments, invoices and consultant fees. Order stationery and equipment for the section.

- ENQUIRIES** : URS Response Handling Tel No: (012) 811 1900 (application enquiries) or Mapule Mahlangu Tel No: (012) 399 2639
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa64@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role: To provide support in the Media and External communication of GPAA. One Communication Officer (12 months contract position) is currently available at the Government Pensions Administration Agency: External Communications Section - Pretoria Head Office.
- POST 23/23** : **CUSTOMER SERVICE AGENT: KZN REF NO: CSA/KZN/2023/07-1C**
Customer Service Management
(12 months contract)
- SALARY CENTRE REQUIREMENTS** : R241 485 per annum (Level 06), (plus 37% in lieu of benefits)
: Durban
: An appropriate three-year tertiary qualification (at least 360 credits NQF level 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institution Or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance /employee benefits or client relationship management / client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (KZN and adjacent areas). A valid driver's license of at least 12 months (a copy of the license will be requested). Knowledge of Employee Benefits. Knowledge of client relations management. Excellent problem-solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Geographical knowledge of the Province applying for.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide / request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives.

Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639 or Destiny Penniken Tel No: (011) 883 5035

APPLICATIONS : It is mandatory to apply on the following URL <https://affirmativeportfolios.co.za/GPAA/> with a comprehensive CV and new Z83 signed attached. Follow all steps

NOTE : The purpose of the role: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. One CSA (12 months contract position) is currently available at the Government Pensions Administration Agency: KZN Region based in Durban.

POST 23/24 : **SECRETARY: DIRECTOR REF NO: SEC/PRG 2.1/2023/07-1C**
Programme 2.1
12 months contract

SALARY : R202 233 per annum (Level 05), (basic salary), plus 37% in lieu of benefits
CENTRE : Head Office Pretoria

REQUIREMENTS : An appropriate three (3) year qualification (ideally in Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with two (2) years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Director. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation. Sound organising skills.

DUTIES : The purpose of the role is to render a secretarial support service to the Director. The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Director: Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received; Arrange meetings and events for the Director. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; Process the travel and subsistence claims for the unit; Process all invoices that emanate from activities of the work of the Director; Record basic minutes for the meetings of the Director where required; Draft routine correspondence and reports; Do filing of the documents for the Director and the unit where required; Administer matters like leave forms, leave registers and telephone accounts; Handle the procurement of standard items like stationery and refreshments; Collect all relevant documents to enable the Director to prepare for meetings; Provide a secretarial/receptionist support service to the Director: Receive telephone calls and refers the calls to the correct role players if not meant for the Director; Record appointments and events in the diary for the Director; Type documents for Director; Operate office equipment like fax machines and photocopiers; Remain up to date with regards to prescripts/policies and procedures applicable to his/her work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Mbongiseni Nkosi Tel No: (012) 399 2202
APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the role is to render a secretarial support service to the Director. One 12 months contract position for a Secretary is available at the Government Pensions Administration Agency in Head Office Pretoria within Programme 2.1

**INTERNSHIP PROGRAMME
(24 months)**

OTHER POSTS

- POST 23/25** : **INTERNSHIP PROGRAMME: STRATEGY AND POLICY – POLICY DEVELOPMENT AND STRATEGIC PLANNING REF NO: STRAT&POL/2023-06-02IN (X2 INTERNSHIPS)**
(24 months)
- STIPEND CENTRE REQUIREMENTS** : R84 519.75 per annum or in line with Remuneration Schedule for Interns
: Pretoria Head Office
: A completed three-year National Diploma/Bachelor's Degree in Policy Development / Public Administration / Public Management / Business Management / Strategic Management and Planning or any related field as recognised by SAQA. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. 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 programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
- ENQUIRIES APPLICATIONS** : Rosina Rakgoale Tel No: (012) 319 1435
: It is mandatory to email your application (comprehensive CV and new Z83 signed) to <https://affirmativeportfolios.co.za/GPAA/> quoting the reference number in the subject heading of the email.
- NOTE** : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) graduates in Strategy and Policy – Policy Development and Strategic Planning. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – www.gpaa.gov.za
- POST 23/26** : **INTERNSHIP PROGRAMME: STRATEGY AND POLICY – BUSINESS CONTINUITY REF NO: STRAT&POL-BC/2023-06-01IN (X1 INTERNSHIP)**
(24 months)
- STIPEND CENTRE REQUIREMENTS** : R84 519.75 per annum or in line with Remuneration Schedule for Interns
: Pretoria Head Office
: A completed three-year National Diploma/Bachelor's Degree in Business Continuity Management with at least 360 credits or a B Degree / National Diploma in IT or B Degree / National Diploma in Risk Management or B Degree / National Diploma in Internal Audit, Certification by the Business Continuity Institute (CBCI) – advantageous / ISO 22301 Lead Implementer / Lead Auditor certification - advantageous. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of

advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. 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.

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ENQUIRIES : Rosina Rakgoale Tel No: (012) 319 1435
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NOTE : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to one (1) Learner in Strategy and Policy – Business Continuity. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – www.gpaa.gov.za