

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE** : 08 September 2023 before 12h00 noon No late applications will be considered.

**NOTE** : 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](http://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). 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 30/36** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: ASD/CHN-ER/2023/08-1P**  
HR Employee Relations

**SALARY** : R424 104 per annum (Level 09), (basic salary)  
**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : A relevant three-year Bachelor Degree/National Diploma in the field of Human Resource Management/Industrial Psychology / Behavioural Science (at least 360 credits) with four (4) years' experience within the Change Management and Transformation environment. Candidates with Change Management and Transformation experience within the Public Service may receive preference. PROSCI Change Management certificate will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Public Service Act, Policies and Regulations. Knowledge of Change Management and Transformation within the Public Service. Knowledge of Employment Equity Act. Presentation skills. Analytical skills. Planning and organising skills. Change Management and Transformation skills. Report writing skills. Project Management skills. Excellent written and verbal communication skills (presentation skills). Ability to communicate at all levels. Problem solving skills. Attention to detail and accuracy. Customer orientated. Ability to produce and interpret statistical data. Ability to prioritize work. Ability to meet strict deadlines. Ability to deal with confidential matters.

**DUTIES** : Ensure development and implementation of the change management strategy and programmes. Support the process of developing change management strategy. Support development of change management materials, tools and content for the Department. Support communication with all clients and all levels of management, determines client needs and ensures that the needs in terms of all investigations are met. Support facilitation of group sessions and discussions in workshops. Data capturing for Change Management projects. Engage with stakeholders to obtain buy-in to the change initiative. Provide feedback to stakeholders on change initiatives progress. Evaluate return on investment and adoption of changes in the organisation. -+Ensure successful business transformation. Compile the Employment Equity plan and reporting to the department of Labour. Compile the Gender Equality and Job access reporting and planning to the DPSA. Compile diversity plan and implement the plan. Management of Disability, Gender and Employment Equity mainstreaming. Facilitate the employee engagement programme. Assess the change impact and readiness for change management initiatives, identify key barriers. Organize office logistical matters. Provide the need for and benefits of change. Develop survey material and tools to analyze culture of department. Management of the Business unit. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan. Implement and maintain the policies and strategy pertaining to the business unit. Measure the effectiveness of strategy and implementation of policies on an ongoing basis and make recommendations to review and amend them appropriately.

**ENQUIRIES** : Koena Tibane on Tel No: (011) 941 1953  
**APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to [Recruit1@phakipersonnel.co.za](mailto:Recruit1@phakipersonnel.co.za) quoting the reference number in the subject heading of the email.

**NOTE** : The purpose of the role: To facilitate and implement change management programmes and processes in achieving the GPAA's strategic goals. One permanent position of ASD: Change Management is currently available at Pretoria Head Office.

**POST 30/37** : **SENIOR ADMINISTRATIVE OFFICER (KEY CUSTODIAN) REF NO: SAO/KEY/2023/07-1P**  
Physical Security

**SALARY** : R359 517 per annum (Level 08), basic salary  
**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : A recognized three-year tertiary qualification, National Diploma/Degree in Security Risk Management (at least 360 credits). Three years appropriate experience within the Security environment as Key Custodian which include at least one-year supervisory experience. A relevant NIA security management

course will be an advantage. PSIRA registered Grade A/B. Valid driver's license (code 8) of at least one year old. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Client Relationship Management. Knowledge of Access Control to Public Premises and Vehicle Act. Knowledge of Physical security communication security, IT security, security awareness. Knowledge of Private security Industry Regulatory Authority. Knowledge of Criminal Procedure Act. Knowledge of Fire Brigade Act. Knowledge of Occupational Health and Safety Act. Knowledge of Application of the prescribed minimum Information Security Standards (MISS). Knowledge of Access Control to Public Premises and Vehicle Act. Knowledge of Disaster Management Act and any other relevant and applicable security directives, legislations and regulations. Knowledge of GEPF services and products will be an advantage. Analytical skills. Facilitation skills. Presentation skills. Report writing skills. Motivational skills. Customer relations. Supervisory skills. Leadership skills. Problem solving skills. Excellent verbal and written communication skills with the ability to communicate at all levels. Organization and coordination. Driving skills (hence the requirement of a license). Ability to build strong network relationships. Work independently. Experience in security breach/incident investigation. Persuasiveness. Reliability. Stress coping abilities. Ability to meet deadlines. Integrity. Ability to multi focus.

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Implement key control and incident management procedures and policies: Provide advice and guidelines on the interpretation and application of legislation, policies and procedures. Drafting of a Key Management Policy and Procedure for adherence by all GPAA employees. Conduct periodic key inventory inspections. Implement and monitor the key control and incident management policies. Implement the operational plan and reports. Prepare and present quarterly reports to management. Conduct quarterly audits on the day-to-day management of keys at all GPAA offices, draft corrective actions. Draft an Incident Management Policy and Procedure to which all incidents will be administered. Ensure compliance with the GPAA Key Management Policy and Procedure. Manage the utilization of keys within GPAA: Establish and maintain key control register. Conduct periodic key inventory inspections. Conduct maintenance and operation of the GPAA's key depository (keys to certain areas are issued and returned to the custodian). Ensure that spare keys are always available at all offices. Managing and storing of keys. Conduct regular inspection of locks and keys. Regular after hour visits to security control point to determine if duplicate keys are managed correctly. Conduct operation and maintenance of GPAA's key depository. Facilitate training on setting of safe combinations to employees. Ensure that all key incidents are reported: Compile the routine correspondence and reports on incidents. Maintain the incident report. Liaise with the relevant stakeholders on the incidents reported. Produce monthly key audit reports. Investigation regarding the reporting of lost keys. Compile a database on all related incidents and breaches. Compile a database on which incidents will be recorded and administered. Check OB at GPAA head office to get familiarized with all security incidents and breaches. Manage procedures followed by the Emergency Control Centre in cases of incidents/ breaches. Conduct quarterly audit on incident administration at all GPAA offices to ensure compliance to GPAA Incident Management Policy and Procedure. Provide feedback and report to relevant stakeholders: Compile inventory reports on the lock and keys. Draft weekly reports for completion by all responsible employees / service providers to remain up to date with Establishment and maintenance of key control registers. Compilation of routine correspondence and reports regarding key incidents and investigations. Compilation of monthly reports about key control matters. Compile monthly report on incidents experienced and feedback obtained with corrective action proposed and implemented. Provide security services in GPAA adhoc and special events: Manage safety and security at GEPF and GPAA special events. Coordinate and submit a completed event categorization form to SAPS office. Facilitate security cluster stakeholders' plenary meetings for GEPF national community road shows. Conduct security risk assessments and submit propose mitigating strategies. Develop and submit operational plans for events. Manage all security – related events, activities and ensure compliance with legislative requirements. Facilitate and manage parking arrangements and allocations for GEPF customers and GPAA staff personnel.

**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](mailto:Recruit2@gpaa.gov.za) quoting the reference number in the subject heading of the email.

**NOTE**

: The purpose of the role: To provide keys custodian and incident management processes and activities within GPAA. One permanent position of Senior Administrative Officer: Key Custodian is currently available at Pretoria Head Office.