

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.
- CLOSING DATE** : 13 June 2025 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 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 shortlisted 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 the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. 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.

OTHER POST

- POST 18/13** : **ADMINISTRATIVE SUPPORT: OFFICE OF THE CEO REF NO: ADMS/CEO/2025/04-1P**
Permanent
- SALARY** : R397 116 per annum (Level 08)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A three- year National Diploma | Degree or equivalent three-year qualification (with minimum 360 credits) in Public Service Administration | Office management or relevant coupled with a minimum of three (3) years demonstrated/practical experience within an Office Management environment. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of prescribed Regulations and Policies, PFMA, National Treasury Regulations, Knowledge of Public Service Regulations and other Government prescripts, Analytical skills, Problem solving skills, Communication skills (written and verbal), Planning and

organizing skills, Report writing skills, Assertive, Proactive, Quality driven, Team player, Ability to work independently.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage and maintain an efficient administrative system for the coordination of work within the CEO's Office. Ensure an effective and efficient registry system is in place. Overall management of the document management system within the Office of the CEO. Implement and maintain records management system as per approved file plan. Assist with the development and implementation of a disposal programme in the Office of the CEO. Monitor overall document flow – prioritize and determine turnaround time in consultation with DD: Office Manager. Monitor operation and effectiveness of filing system. Manage follow-up reports, draft responses to some of the correspondences addressed to CEO as directed. Assist with the organization and planning of governance structured meetings, assist with the facilitation and coordination of all regulated governance structures' meetings, provide secretariat support to meetings, assist with the preparation, packaging, circulation of agendas, and minutes of meetings. Assist with the development of a decision follow up report of all regulated governance structures including CEO's oversight meetings. Conduct proper Document Management practices. Transcribe and type written and dictated communication. Review, annotate, register, classify, prioritize and distribute incoming correspondence, reply to correspondence of routine nature. Prepare and review submissions. Record and route outgoing correspondence. File all relevant documents for record purposes. Liaise with Regional and National Heads on functional matters, assist with the facilitation of quicker communication of information, such as reports and submissions, from and to regional offices in line with the information routing protocol. Provide logistical support services for meetings, workshops and seminars relating to internal control. Assist with any administrative duties to ensure effective operation of risks to the Committee and the Unit.

ENQUIRIES

: Nthabiseng Mosimanyana Tel No: (012) 319 1324 or Sanele Ngema Tel No: (012) 399 3501

NOTE

: The purpose of the role is to render an administrative support service to the Office of the CEO. One permanent position for Administrative Support to the Office of the CEO is currently available at the Government Pensions Administration Agency.