

Are you smart? Professional? Efficient? Effective? Passionate about your work?

The Government Pensions Administration Agency (GPAA) is a government component which reports to the Minister of Finance and administers funds and schemes on behalf of the Government Employees Pension Fund (GEPF), the largest pension fund in Africa. It thus administers the pension affairs of approximately 1,7 million government employees and those of pensioners, spouses and dependants.

To meet the needs of our changing client base, the GPAA is modernising. In order for this modernisation to be effective, we are looking to bring bright and enthusiastic professionals from all disciplines of life, who are interested in contributing towards positive change, into our fold. If this is you, please apply for the post detailed below:



ASSISTANT MANAGER: FRAUD PREVENTION

(AMFP/2017/11-1P)

Level 9 – R334 545 to R394 065 per annum (basic salary)

FRAUD PREVENTION AND CASE MANAGEMENT

PRETORIA

A position of Assistant Manager: Fraud Prevention is currently available at GPAA and will be filled permanently. The aim of the role is to implement and advocate the GPAA fraud prevention plan.

THE ROLE REPORTS TO THE MANAGER: FRAUD PREVENTION.

KEY RESULTS AREAS: Support in reporting, communicating fraud information and promote an anti-fraud culture: Assist in implementing the fraud prevention plan of the department • Promote and implement the whistle blowing policy of the department • Conduct and planning for the Risk and Fraud Awareness Campaign for the department • Analyse the impact of fraud and assist in making recommendations • Assist in communicating threats in the appropriate forums • Promote fraud awareness campaigns to relevant stakeholders and ensure compliance.

Implement the fraud prevention strategy: Conduct fraud Risk assessment • Support the development and maintain fraud statistic reports • Assist in monitoring the control measures implemented • Maintain the Fraud Risk register • Maintain fraud hotline queries, calls and assist in resolving escalated queries.

Support in developing fraud prevention policy and strategy: Assist in developing required fraud prevention policies and procedures in line with Risk Management policy and fraud prevention policy • Assist in developing action plans and mitigation plans related to fraud

Maintain fraud prevention in the Department: Assist in implementing the fraud prevention plan and fraud detection strategy • Assist in ensuring that controls are reviewed to avoid recurrence of fraud and corruption • Support in monitoring control improvement to prevent and minimize fraud • Evaluate the relevant information received on the system against established criteria.

Supervision of staff in Unit: Allocate work according to skills and competencies of subordinates • Manage staff performance • Develop, train and coach • Maintain discipline • Ensure that subordinates are informed about changes in work environment or management decisions.

QUALIFICATIONS AND EXPERIENCE: A relevant three year B degree/national diploma or equivalent three year qualification (minimum 360 credits) in Forensics/Risk Management/Law/Commerce with 4 years' experience which include the following: Two years in fraud prevention/awareness and/or risk and two years investigation experience in a related field of which two years should be in a supervisory capacity • Preference will be given to applicants whose exposure in fraud awareness/fraud investigation are within a pension fund/financial services environment • Studying towards a Certification as a Certified Fraud Examiner will be an advantage • A valid driver's license • Computer literacy that include a good working knowledge of Microsoft Office products.

COMPETENCIES AND KNOWLEDGE: Excellent knowledge of applicable legislation in the field of fraud prevention • Extensive understanding of fraud, corruption risks and effective risk management techniques, forensic audit practices • Knowledge of professional standards of the Association of Certified Fraud Examiners • Knowledge of modern principles, comprehensive practices, procedures, instruments and methods used in fraud prevention • Knowledge and exposure of applicable legislation, policies and procedures with regard to pension administration and PFMA, Treasury Regulations, Supply Chain Management Policies and Public Service Regulatory Framework • Knowledge of criminal prosecution and associated evidentiary laws • Knowledge of prevention/audit tools, techniques, methodologies and approaches • Ability to recognize subtle signs of fraud and raise awareness on the prevention controls to mitigate risks • Excellent communication skills both written and verbal • Strong presentation skills • Ability to multi-task • Analytical thinking • Fraud/corruption risk assessment & management • Ability to conduct research • Conceptualization and fraud risk consulting experience • Ability to prepare and present accurate and complete factual information pertaining to fraud prevention • Excellent organizational and planning skills • Problem solving and decision making • Proven technical report writing skills • Reliable, capable of being entrusted with sensitive information • Ethical business conduct • Supervisory skills and project management skills.

NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of: Ms Mapule Mahlangu, at tel: (012) 399 2639, Government Pensions Administration Agency, 34 Hamilton street or Private Bag X63, Arcadia, Pretoria 0001.

CLOSING DATE: 19 JANUARY 2018 BEFORE 12H00 NOON. NO LATE/FAXED/EMAILED APPLICATIONS WILL BE ACCEPTED.

Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret.

The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes 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 three (3) 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 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. 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.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA