

Job title:	DIRECTOR: CONTRIBUTIONS MANAGEMENT
Business Unit and location:	EMPLOYEE BENEFITS – PRETORIA HEAD OFFICE
Reference:	DIR/CONT/2026/04-1P
Duration:	Permanent
Level	Level 13
Salary	R 1 266 714.00 – R1 492 122.00 per annum (All-inclusive)

One permanent position of Director: Contributions Management is currently available at the Contributions Management Section of the GPAA.

KEY RESULT AREAS:

The **purpose of the role** is to manage the administration of contributions management function within the GPAA.

The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following:

Manage the implementation of the Contributions Management unit's strategy:

- Monitor the implementation of the operational plan for the Business Unit to support the achievement of GPAA's strategic objectives.
- Manage, monitor, and review the Business Unit policies, procedures and processes, in accordance with best practice and legislation.
- Manage the implementation of an effective short, medium and long-term operating strategy for the Business Unit.
- Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the business unit.
- Manage the provision of best practice regarding Business Unit's functions to all stakeholders.
- Engage in strategic relationships with relevant stakeholders to serve the interests of the organization.
- Monitor compliance with relevant legislations.
- Analyze service delivery gaps, challenges and implement remedial action strategies.

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- Manage quality of service provided to internal and external customers/clients/ stakeholders.
- Manage the mitigation of identified risks.
- Monitor compliance with statutory deadlines for payments of and reconciliation of contributions.
- Ensure compliance with relevant fund rules legislation.
- Analyze service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies.
- Manage and coordinate the daily operational activities of the business unit to ensure that it functions effectively and efficiently.
- Management of query resolutions related to contribution discrepancies and other business unit functions.
- Liaison with member employers and Auditors Active participation and Liaison with the GEFP Benefit Liaison Committee in respect to benefit administration and rule changes.

Manage processing and reconciliation of Contributions

- Manage sourcing and validation of payroll datasets for electronic contributions and payroll schedules for manual contributing employers.
- Manage process to raise contributions through the FinRecon and Billing run.
- Manage the enrolment of new members and the collection of contributions.
- Manage updating of contributing member salary banking details for 2 pot savings withdrawals.
- Facilitate accuracy of /and updating of contributions and pensionable salary information.
- Manage allocation of contribution received monthly to relevant employer and other debtor accounts.
- Ensure monthly reconciliations and relevant corrections of general ledger accounts.
- Ensure calculation of interests for none and late payment of contribution.
- Confirm pensionable salaries upon exit where contribution warnings are raised.
- Admit new participating employers to the GEFP and where required obtain approval from the GEFP Board of Trustees to approve employer's participating employers to the Fund.

Manage purchase of service:

- Ensure accurate POS contributions installments are received monthly
- Ensure accurate calculation of interest for none and late payment
- Ensure monthly reconciliations of relevant accounts
- Confirm POS debt upon exit.

Manage additional liabilities claims

- Manage additional liabilities ensure that data is extracted for the actuaries on a monthly basis to calculate liabilities owing.
- Bill liability owing to employers

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- Receive, manage and reconcile additional liability payments against debts owing
- Raise late payment interest on additional liabilities owing

Manage all the resources in the Directorate

- Ensure the development and management of staff within Directorate.
- Implement and maintain a relevant management approach to support effective business results with the Directorate.
- Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery.
- Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation.
- Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Directorate.

REQUIREMENTS:

- An appropriate NQF level 7 in Finance, Business Management, BA in Commerce, Accounting, Public Management and/or related field, with accounting as a major subject (3rd year level).
- B degree with specialized pension certification e.g. certified employee benefits Specialist or accredited specialist training in the field of pensions management and/or retirement industry accreditation exams will be a distinct advantage.
- Five (5) years in middle/senior management level experience in pensions administration/management environment
- Computer literacy which includes a good working knowledge of Microsoft Office products especially MS Excel

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Knowledge of GEPF fund rules
- Knowledge of SA Pension Fund Legislation/industry related framework
- Knowledge of Public Service Legislation and regulations (Public Service Act, PFMA)
- Knowledge of Standard Operating Procedures
- Knowledge of Budgeting
- Knowledge of Project Management

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- Knowledge of Research.
- Knowledge of Reporting procedure
- Knowledge of Financial Management
- Knowledge of Pension administration system
- Communications skills (written and verbal)
- Problem solving of complex issues skills
- Reporting and Financial auditing skills
- Planning and organizing skills
- Data analysis skills
- Conflict management skills
- Customer focus
- Accessible
- Foster high performance culture
- Professionalism
- Quality oriented
- Attention to detail
- Honesty and integrity
- Interpersonal relations
- Conflict resolution
- Creativity

Closing date:	24 April 2026 at 12h00 (noon) No late applications will be accepted
Contact person:	Mapule Mahlangu on 012 399 2639
Application process:	<ul style="list-style-type: none"> • It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email.

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