GPAA NEW HEAD OFFICE ACCOMMODATION NEEDS ASSESSMENT:

BUSINESS UNIT	POST DESCRIPTION	POST LEVEL	QUANTITY	NORM M^2	TOTAL M^2
Program 1: Support Services					
Program 1.1 Corporate Services					
HRA	Head Corporate	15	1	25	25
	Personal Assistant	7	1	8	8
	General Manager	14	1	25	25
	Personal Assistant	7	1	8	8
	Senior Manager	13	1	20	20
	Secretary	5	1	8	8
	Manager: Employee	11/12	1	16	16
	Assistant Manager	9/10	3	8	24
	Recruitment Specialist	11/12	1	16	16
	SAO Recruitment	8	3	8	24
	SAO TAT	8	1	8	8
	HR Administrator	6	6	8	48
	Manager: Performance	11	1	16	16
	SAO: Performance	8	1	8	8
	Manager: Basic Cond.	11/12	1	16	16
	SAO: Basic Cond.	8	2	8	16
	Admin Officer	7	2	8	16
	Administrator	6	4	8	32
	Registry Clerk	5	1	8	8
	TOTAL				**342**
Training	Senior Manager	13	1	20	20
	Secretary	5/6	1	8	8
	Manager: Training	10/11	1	16	16
	Training Specialist	9/10	2	16	32
	Training Officer	8	2	8	16
	Training Officer	7	1	8	8
	Training Admin	6	1	8	8
	TOTAL				**108**
Employee Relations	Manager: E.R	11	1	16	16
	Employee Relation	9/10	4	16	64
	Employee Relation	7	1	8	8
	TOTAL				**88**
Physical Security	Senior Manager	13	1	20	20
	Secretary*	6	1	8	8
	Manager: Security	11	1	16	16
	Admin Support	8	1	8	8
	Vetting Supervisor	9	1	16	16

	Field Worker	8	2	8	16
	Compliance & Invest.	8	1	8	8
	Security Officer	5	5	8	40
	Control Room	8	1	8	8
	Chief Security Offic.	7	1	8	8
	Key Custodian	8	1	8	8
	TOTAL				**156**
ODD	Manager	11/12	1	16	16
	ODD Specialist	9/10	1	16	16
	TOTAL				**32**
Facilities Management	Manager	11	1	16	16
	Fleet Management	9	1	16	16
	Fleet Management	8	1	8	8
	Cleaner	2/3	22	8	176
	Driver/Messenger	4	9	8	72
	Assistant Manager	9	1	16	16
	Maintenance	8	1	8	8
	Maintenance Assist.	3	3	8	24
	Refreshment Coordin	2/3	8	8	64
	Senior Cleaner	4	5	8	40
	TOTAL				**440**
	GRAND TOTAL P1.1				**1166**
Program 1.2:Finance					
Finance	CFO	15	1	25	25
	Personal Assistant	7	1	8	8
	Head Manager	14	1	25	25
	Secretary	5	1	8	8
	Senior Manager	13	1	20	20
	Snr Fund Accountant	8	1	8	8
	Manager: Investment	11/12	1	16	16
	Manager: Finance	11	2	16	32
	Administrator	6	37	8	296
	Snr State Accountant	8	5	8	40
	Accountant	7	6	8	48
	Assistant Director	9	1	16	16
	Assistant Manager	9/10	4	16	64
	Manager: Taxation	11	1	16	16
	Project Accountant	11	1	16	16
	TOTAL				**638**
SCM	Senior Manager	13	1	20	20
	Secretary	5/6	1	8	8
	ASD Contract Man	9/10	1	16	16
	ASD Tenders	9	1	16	16
	SAO Asset Man	8	1	8	8
	Accountant	7	1	8	8

	Supply Chain Practitioner Demand and Acquisitions.	7	1	8	8
	Administrator	6	4	8	32
	Assistant Manager:	10	1	16	16
	Demand & Acquisition				
	Assistant Manager: Logistics Management	9	1	16	16
	SCM Practitioner	8	1	8	8
	Store Manager	7	1	8	8
	SCM Practitioners	6	9	8	72
	Manager: Acquisition and Contract Management	11	1	16	16
	TOTAL				**252**
Management Account & Budgets	Management Account	11	2	16	32
	TOTAL				**32**
Corporate Finance	Manager Admin Expense Accounting	11	1	16	16
	Assistant Manager	9/10	3	16	48
	Senior State Account	8	3	8	24
	IT Purchasing	7	1	8	8
	Accountants	7	2	8	16
	Payroll Administrator	7	1	8	8
	Administrator	6	7	8	56
	TOTAL				**176**
	GRAND TOTAL P1.2				**<u>1098</u>**
Program 1.3: Business Enablement					
ICT	Chief Information Officer (CIO)	14	1	25	25
	Office Manager	9	1	16	16
	IT Project Manager	11/12	1	25	50
	Quality Control Manager	11/12	1	16	16
	Senior Manager	13	3	20	80
	Systems Analyst	11/12	2	16	96
	Manager: ICT	11	1	16	112
	ASD	9	1	8	24
	Business Ops Spec	11	1	16	144
	Systems Analyst	8	1	8	48
	Application Developer	11/12	9	8	40
	Call Coordinator	9	2	16	32
	Team leader	9	1	16	16
	Project Administrator	8	1	8	16

	Sr Field Support Eng	8	3	8	24
	Field Support Engineer	7	2	8	16
	ICTC Admin Officer	7	1	8	8
	Modenisation Project Acc	7	1	8	8
	Administrator	6	1	8	8
	ICT Storeman	7	1	8	8
	TOTAL				**787**
ICT Contractors	Modernisation Resources		40	8	320
	Infrastructure Support		15	8	120
	Mainframe Support		10	8	80
	TOTAL				**520**
PMO	Senior Manager	13	1	20	20
	Project Manager	11	3	16	48
	Project Admin	10	1	16	16
	Project Admin	9	3	16	48
	TOTAL				**132**
Information Security	Snr Manager	13	1	16	16
	Admin Support	8	1	8	8
	Assistant Manager	9	1	16	16
	Secure Communications	8	1	8	8
	Electronic IS	8	1	8	8
	Document Security	9	1	8	8
	IS Process Flow	8	2	8	16
	Compliance Monitoring	8	1	8	8
	TOTAL				**88**
BSS	Senior Manager	13	1	20	20
	Assistant Manager	9/10	2	16	32
	Team Leader	8	2	8	16
	Team Member	6	7	8	56
	EB Specialist	7	1	8	8
	Manager: Funct Training	11/12	1	16	16
	Trainer	9/10	3	16	48
	Business Analyst	11	1	16	16
	Applications Techni.	11	1	16	16
	Applications De.	11	1	16	16
	TOTAL				**244**
	GRAND TOTAL P1.3				**<u>1771</u>**
Program 1.4 Strategic Support					
Office of the CEO	Chief Executive Officer	16	1	25	25
	Office Manager	11	1	16	16
	Secretary	8	1	8	8
	Personal Assistant	8	1	8	8
	Senior Manager	13	1	20	20

	Assistant Manager	9	1	16	16
	Assistant Manager	9	1	16	16
	Receptionist	5	1	8	8
	Admin Officer	7	1	8	8
	Auxiliary Services Clerk	5	1	8	8
	TOTAL				**133**
Management Support	General Manager	14	1	25	25
	Personal Assistant	7	1	8	8
	TOTAL				
Strategy & Policy	Secretary	7	1	8	8
	Junior Policy Admist.	7	1	8	8
	TOTAL				**49**
M & E	Senior Manager	13	1	20	20
	Regional Coordinator	11/12	2	16	32
	M & E Specialist	11/12	3	16	48
	M & E Specialist	9/11	1	16	16
	Strategic Planning	11	1	16	16
	M & E Planner	6/8	2	8	16
	Administrator	6	1	8	8
	Researcher	9	1	16	16
	Administrator	7	1	8	8
	Secretary	6	1	8	8
	Senior Researcher	11	1	16	16
	TOTAL				**204**
MIS	Senior Manager	13	1	20	20
	Secretary	5/6	1	8	8
	System Analyst	11/12	1	16	16
	Developer	9	1	16	16
	Junior Statiscian	7	2	8	16
	TOTAL				**76**
Comms	Senior Manager	13	1	20	20
	Personal Assistant	9	1	16	16
	Internal Comms.	11	1	16	16
	Assistant Manager	9	1	16	16
	Communications Offic	8	3	8	24
	Comm Spec Graphic.	9/10	1	16	32
	Librarian	8	1	8	8
	External Comm. Man	11/12	1	16	16
	Comm Specialist	9	1	16	16
	Media Relations	9/10	1	16	16
	Manager: Comms.Branding	11/12	1	16	16
	Events Coordinator	8	1	8	8
	TOTAL				**204**
	GRAND TOTAL P1.4				**666**
Program 1.5 : Governance					
Legal Services	Head: Legal Services	14	1	25	25

	Personal Assistant	7/8	1	8	8
	Senior Manager	13	2	20	40
	Legal Admin Officer	8	6	8	48
	Senior Administrator	6	1	8	8
	Secretary	5	1	8	8
	Manager: Legal	11	1	16	16
	Senior Legal Admin	9	1	16	16
	Legal Office Admin	6	2	8	16
Secretariat	Internal Committee Secretary	8/10	1	8	8
	TOTAL				**193**
Enterprise Wide Risk	Senior Manager	13	1	20	20
	Secretary	7	1	8	8
	Manager: Business Risk	11	1	16	16
	IT Risk Specialist	11	1	16	16
	Risk Practitioner	9	1	16	16
	TOTAL				**76**
Fraud & Forensic					
	Chief Risk Officer	14	1	25	25
	Personal Assistant	7	1	8	8
	Snr Manager: FF	13	1	20	20
	Secretary	5/7	1	8	8
	Administrator	6	1	8	8
	Senior Investigator	9/10	5	16	80
	Manager: Fraud	11	2	16	32
	Junior Investigator	8	3	8	24
	TOTAL				**205**
Internal Audit	Senior Manager	13	1	20	20
	Secretary	5	1	8	8
	Administrator	6	1	8	8
	Manager: IT Systems	11	1	16	16
	Manager: Internal Audit	11	1	16	16
	Manager: Auxiliary Audit	11/12	1	16	16
	Manager: Operational & Policies	11	1	16	16
	Assistant Manager: Internal Audit	9-10	4	16	64
	Assistant Manager: IT Audit	9	1	16	16
	Internal Auditor	8	4	8	32
	TOTAL				**212**
	GRAND TOTAL P1.5				**686**
Program 2: Benefit Administration					
Program 2.1 : Civil, Military & other Pension					
Finance	General Manager	14	1	25	25
	Personal Assistant	7	1	8	8

	Senior Manager	13	2	20	40
	Secretary	5	1	8	8
	Manager	11	1	16	16
	Assistant Manager	9	1	16	16
	Senior State Account.	8	1	8	8
	TOTAL				**121**
Medical Benefits	Manager	11/12	1	16	16
	Assistant Manager	9/10	1	16	16
	Membership	8	1	8	8
	Correspondence	8	1	8	8
	2nd authorisation	8	2	8	16
	Medical Tax	8	1	8	8
	Chief Admin Clerk	7	1	8	8
	Chief Account Clerk	7	1	8	8
	1st authorisation	7	3	8	24
	Senior Admin Clerk	6	8	8	64
	Senior Account Clerk	6	3	8	24
	TOTAL				**200**
Military Pensions	Office Manager	8	1	8	8
	Chief Admin Clerk	7	2	8	16
	Miscellaneous	8	1	8	8
	Administration	7	1	8	8
	Administrator	6	10	8	80
	TOTAL				**120**
IOD	Assistant Manager	9/10	1	8	8
	SAO Payments	8	1	8	8
	Chief Admin Clerk	7	3	8	24
	Senior Admin Clerk	6	7	8	56
	TOTAL				**96**
Special Pensions	Senior Manager	13	1	20	20
	Secretary	5/6	1	8	8
	Manager	11/12	1	16	16
	Supervisor: Records	7	1	8	8
	Registry Officer	5	4	8	32
	Senior Client Care	8	1	8	8
	Client Care Officer	5/6	2	8	16
	Payment Processing	7	2	8	16
	Finance & Logistics	6	1	8	8
	Supervisor 2nd pmts	9	1	8	8
	SB Processor	6	2	8	16
	Manager: Politics	11	1	16	16
	Supervisor Politics	9/10	1	16	16
	Adjudicator	9/10	2	16	32
	Manager: Appeal	11	1	16	16
	Appeal Panel	8	1	8	8
	Admin Appel Sec	6	1	8	8
	Panel Member	9/10	1	16	16

	Regional Research	8	9	8	72
	Regional Admin	6	7	8	56
	Call Centre Supervisor	9/10	1	16	16
	Call Centre Agent	6	5	8	40
	TOTAL				**452**
	GRAND TOTAL P2.1				**989**
Program 2.2: Employee Benefits					
EB Withdrawals	Manager	11	1	16	16
	Assistant Manager	9-10	2	16	32
	Team Leader	8	7	8	56
	Administrator	6	30	8	240
	EB Specialist	7	2	8	16
	TOTAL				**360**
Pensioner Maintenance	Assistant Manager	9/10	1	16	16
	Team Leader	8	3	8	24
	Administrator	6	18	8	144
	EB Specialist	7	1	8	8
	TOTAL				**192**
EB Special Projects	Manager : SP	11/12	1	16	16
	Assistant Director	9/10	2	16	32
	Team Leader	8	5	8	40
	EB Specialist	7	2	8	16
	Administrator	6	18	8	144
	Correspondence	8	1	8	8
	Team Leader	8	2	8	16
	TOTAL				**272**
COO	Chief Operating Officer	15	1	25	25
	Personal Assistant	7	1	8	8
	General Manager	14	2	25	50
	TOTAL				**83**
Membership	Manager: Membership	11/12	1	16	16
	Assistant Manager	9/10	2	16	32
	Administrator	6	19	8	152
	Team Leader	8	2	8	16
	EB Specialist	7	2	8	16
	TOTAL				**232**
EB Ops & Finance	Senior Manager	13	3	20	60
	Secretary	5	3	8	24
	Manager Contributions	11	1	16	16
	Assistant Manager	9	3	16	48
	Senior Fund Accountants	8	3	8	24
	Fund Accountants	7	24	8	192
	Fund Administrator Registry	2	2	8	16
	TOTAL				**380**
EB Finance	Manager: Contributions	11	1	16	16
	Assistant Manager	9	3	16	48

	Snr Fund Accountant	8	4	8	32
	Fund Accountant	7	20	8	160
	Contributions Registry Clerk	5	2	8	16
	Fund Administrator	2	2	8	16
	TOTAL				**288**
Funeral Benefits	Manager: FB	11	1	16	16
	Assistant Manager: FB	9	1	16	16
	Team Leader	8	1	8	8
	Administrator	5-6	14	8	112
	TOTAL				**152**
	GRAND TOTAL P2.2				**1959**
Program 2.3: Client Relations Management					
EGLS	Manager	11	2	16	32
	Snr Chief Liaison Off	10	2	16	32
	Chief Liaison Officer	9	17	16	272
	Office Supervisor	9	1	16	16
	Customer Serv Agent	6/7	12	8	96
	TOTAL				**448**
Call Centre	Manager	11/12	2	16	32
	Team Leader	9/10	7	16	112
	QA & Training	9/10	3	16	48
	QA & Training	6	1	8	8
	Call Centre Agent	5/6	72	8	576
	TOTAL				**776**
OSS	Manager	11	1	16	16
	SAO Mail & inbound	8	1	8	8
	Team Leader	7	3	8	24
	Team Member	5/7	39	8	312
	TOTAL				**360**
Registry	SAO Registry	5/8	1	8	8
	Team Leader	7	1	8	8
	Team Member	5	9	8	80
	TOTAL				**96**
CRM Management	GM CRM	14	1	25	25
	Secretary	5/6	1	8	8
	Senior Manager	13	4	20	60
	Secretary	6	4	8	32
	TOTAL				**125**
	GRAND TOTAL P2.3				**1805**
	GRAND TOTAL =P1.1-P2.3				**10 140**

4.3 General Space- Over and above the above space required to cater for personnel, the additional space as required shall be as follows:

DESCRIPTION	QUANTITY	NORM (m^2)	NORM (m^2)
GENERAL SPACE-CEO			
Boardroom	1	30	30
Reception/Waiting Room	1	30	30
Kitchen	1	20	20
Strong room	1	15	15
Fax/copier room	1	10	10
Stationery	1	10	10
Bathroom	1	10	10
TOTAL			**125**
GENERAL SPACE-GPAA			
Archive & Registry	1	2000	2000
Main Server Room	1	500	500
Patch Rooms	10	8	80
Gymnasium	1	500	500
Reception and Walk-in Centre	1	150	150
Canteen/Cafeteria	1	500	500
Kitchens	20	15	300
Fax/Copier/Printing Rooms	40	8	320
Petty cash office	1	15	15
Strong Rooms	20	20	400
Stationery Rooms &Grocery stores	1	700	700
Furniture Storage	1	200	200
Boardrooms	25	20	500
Exco Boardroom	1	40	40
Manco Boardroom	1	150	150
Waiting Area	1	40	40
Wellness Centre	1	500	500
Business Continuity Centre	1	700	700
Control Room (Security)	1	200	200
Guard Rooms (Access Points)	1	150	150
Change Rooms	1	80	80
SUB TOTAL: GENERAL SPACE			**8150**
SUB TOTAL: A			**10 140**
SUB TOTAL: B			**8150**
			18 290
Plus (25% Non-Assignable Area)			4573
GPAA NEW HQ M^2 Grand Total			**22 863**

4.4 A total number of a parking space required for the above space is seven-hundred and ten, broken down in the table below:

PARKING	QUANTITY
CEO	1
COO	1
General Managers	9
Senior Managers	18
Managers	69
Assistant Managers/Office Managers	128
Senior Admin Officers	383
Secretaries	31
Admin Officers	15
Drivers/Messengers	16
Maintenance Assistants	3
Lockable garages (GG &Fleet Vehicles)	16
Visitors	20
Total	**710**

4.5 Therefore, the total office space required for the GPAA Head Office is **22 863**m^2, with 710 parking bays.