

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

*The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.*

- APPLICATIONS** : Applications must be e-mailed timeously to [recruit@gtac.gov.za](mailto:recruit@gtac.gov.za) or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria.
- CLOSING DATE** : 23 January 2017 at 12:00
- NOTE** : Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications and applications not meeting the requirements will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

**MANAGEMENT ECHELON**

- POST 02/05** : **HEAD: PROJECT MANAGEMENT UNIT - MUNICIPAL FINANCE IMPROVEMENT PROGRAMME III – REF NO: G001/2017**  
Term: 3 Year Fixed Term Contract

- SALARY CENTRE REQUIREMENTS** : R1 068 564.00 (all-inclusive package) per annum (Level 14)  
: Pretoria  
: Relevant NQF Level 7 qualification in financial management, public administration, or economics. 10 years' experience of which 5 years' experience should be in developing and implementing public finance management reform initiatives, preferably within local government in South Africa. Specific experience includes, but is not limited to: public sector interventions; financial recovery planning financial management; revenue and expenditure controls; revenue collection; infrastructure and asset management; supply chain management; budgeting; reporting; internal audit, risk management and business continuity planning. The successful candidate must have the ability to work as a team member, impart knowledge, transfer skills and build capacity of individuals, have good interpersonal skills, high level of written and verbal communications skills.

- DUTIES** : The overall management and monitoring of the MFIP III senior, provincial and municipal advisors, specialists and service providers. Technical advice and quality assurance of the MFIP. Development of programme work plans and reporting structures. Assist in contributing towards the financial viability and sustainability of local government. Assist in contributing towards improved capacity of provincial treasuries and municipalities to implement the MFMA and replicate the processes institutionalized by the National Treasury. Determine, plan and prepare the overall work programme. Maintain overall operational control of programme activities. Undertake periodic programme reporting, evaluation and monitoring as required. Assist in providing input into NT strategic and corporate documents and assist in development of best practice guides and circulars. Develop terms of reference for programme projects as required. Serve on recruitment panels for contracting of technical advisors. Manage a large team of long and short-term technical advisors in the Programme Management Unit in Pretoria, as well as regional locations (in the case of provincial and municipal support). Supervise, co-ordinate and provide quality control for all aspects of the programme's technical work. Support stakeholders with technical advice through formal programme structures– as well as addressing ad hoc support needs. Organize and oversee all administrative, financial and logistical aspects of the programme. Monitor and evaluate the performance of all PMU members to ensure that outputs specified are delivered. Review studies and reports and provide guidance in the development of

		programme reports and studies; Report on the MFIP III Budget and any other ancillary activities to assist the GTAC senior manager responsible for the MFIP III programme
<b><u>ENQUIRIES</u></b>	:	Ria Fourie (012) 315 5384
<b><u>POST 02/06</u></b>	:	<b><u>SENIOR ADVISOR: PROVINCIAL TREASURY SUPPORT - MFIP III REF NO: G002/2017</u></b> Term: 3 Year Fixed Term Contract
<b><u>SALARY</u></b>	:	R 898,743.00 (all-inclusive package) per annum (Level 13)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Relevant NQF Level 7 qualification in financial management, public administration, or economics. At least 10 years' senior management experience in developing and implementing public finance management reform initiatives, preferably within South Africa. Specific experience includes but is not limited to: public sector interventions; financial recovery planning; financial management; revenue and expenditure controls, revenue collection; infrastructure and asset management; supply chain management; budgeting, reporting; internal audit; risk management and business continuity planning. Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. A thorough knowledge of the relevant constitutional provisions on support and interventions, capacity building, Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, Property Rates Act, the Regulations on a Standard Chart of Accounts for local government and related reforms.
<b><u>DUTIES</u></b>	:	Directing the overall management, guidance and delivery of MFIP III provincial technical advisors and assistance with the development and implementation of Programme work-plans and reporting structures. Contributing towards improved capacity of provincial treasuries and municipalities to implement the MFMA and replicate the processes institutionalized by the National Treasury, including: Manage Programme activities in assisted provincial treasuries, Assist in preparation of diagnostic assessment reports for the identification of potential areas of support within provincial treasuries, Assist in the design of provincial treasury Programme work-plans in line with the respective "Province Specific Strategy", Bi-Monthly visits to provincial treasuries to discuss progress made and challenges/issues experienced, Ad-hoc engagements and temporary placement at provincial treasuries to address specific technical issues, if required, Monitor all provincial Programme activities towards implementation of "Province Specific Strategies", Collate reports from Advisors on Programme activities in provincial treasuries, Undertake periodic Programme reporting as required, Assist in providing input into NT strategic and corporate documents, Assist in development of best practice guides and circulars, Assist in maintaining library of documents arising from Programme activities, Develop Terms of Reference for other Programme projects as required, Serve on recruitment panels for contracting of advisors, Provide advice on operations of all aspects of the Programme, Diagnostic assessment reports with clear conclusions and recommendations. Monthly reviews of progress made, Consolidated Monthly Reports on Programme status of provincial treasuries, Quarterly Advisor Review Reports for individual provincial treasury Advisors, Consolidated Quarterly Reports on Programme status of provincial treasuries, Consolidated quarterly dashboard reports, Bi-annual consolidated reports on provincial treasury visits, Input into Annual Reports on all activities under the MFIP III; and Monitoring systems as necessary.
<b><u>ENQUIRIES</u></b>	:	Ria Fourie (012) 315 5384
<b><u>POST 02/07</u></b>	:	<b><u>SENIOR ADVISOR: ASSET &amp; REVENUE - MFIP III REF NO: G003/2017</u></b> Term: 3 Year Fixed Term Contract
<b><u>SALARY</u></b>	:	R 898,743.00 (all-inclusive package) per annum (Level 13)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Relevant NQF Level 7 qualification in financial management, public administration, or economics. At least 10 years' senior management experience in developing and implementing public finance management reform initiatives, preferably within South

Africa. Specific experience includes but is not limited to: public sector interventions, financial recovery planning, financial management, revenue and expenditure controls, revenue collection, infrastructure and asset management, supply chain management, budgeting, reporting, internal audit, risk management and business continuity planning. Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. A thorough knowledge of the relevant constitutional provisions on support and interventions, capacity building, Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, Property Rates Act, the Regulations on a Standard Chart of Accounts for local government and related reforms.

**DUTIES**

: Integrated Infrastructure and Asset Management system that provide the following outputs: Fully satisfy the requirements regarding asset management as stipulated in the MFMA, Comply with the prevailing GRAP 17 and any issued accounting standard(s), Comply with the Municipal Standard Chart of Accounts (MSCOA) requirements as per Government Gazette 37577 dated 22 April 2014, Comply with the CIDMS (Cities Infrastructure Delivery and Management Systems) requirements - soon to be rolled out to all delegated municipalities, Comply with the Infrastructure Procurement and Delivery Requirements as per the National Treasury Standard for Infrastructure Procurement and Delivery Management, Provide reporting on all lifecycle aspects in order to support financial, operations and planning Managers in line with the Local Government Systems Act and appropriate sector guidelines; and, Scope of assets to include all immovable and moveable assets. The overall management and monitoring of the MFIP III provincial treasury technical advisors specializing in revenue and asset management. Assist with the development and implementation of Programme work-plans and reporting structures. Assist in contributing towards the financial viability and sustainability of municipalities. Assist in contributing towards improved capacity of provincial treasuries and municipalities to implement the MFMA and replicate the processes institutionalized by the National Treasury. Monitoring the implementation of Integrated Infrastructure and Asset Management Practices – including mSCOA compliant Asset Management Systems – in identified municipalities. Developing of revenue protection/enhancement tools and processes and monitoring the implementation there-off in identified municipalities. Manage Programme activities of revenue and asset management long-term advisors in assisted provincial treasuries. Assist in preparation of diagnostic assessment reports for the identification of potential areas of support within provincial treasuries and municipalities, Assist in the design of provincial treasury and municipal Programme work-plans in line with the outcomes of the detailed assessments. Bi-Monthly visits to provincial treasuries and municipalities to discuss progress made and challenges/issues experienced. Ad-hoc engagements and temporary placement at provincial treasuries to address specific technical issues, if required. Monitor all provincial treasury and municipality activities relating to asset and revenue management. Monitor all activities relating to the dedicated Integrated Infrastructure and Asset Management Support. Developing of revenue protection/enhancement tools and processes in close collaboration of the National Treasury Chief Directorate: Local Government Budget Analysis and monitor the implementation there-off in identified municipalities. Collate reports from Advisors and Service Providers on Programme activities, relating to asset and revenue management, in supported provincial treasuries and municipalities. Assist in development of best practice guides and circulars. Assist in maintaining library of documents arising from Programme activities. Develop Terms of Reference for other Programme projects as required. Provide advice on operations of all aspects of the Programme.

**ENQUIRIES**

: Ria Fourie (012) 315 5384

**POST 02/08**

: **KNOWLEDGE MANAGEMENT SPECIALIST MFIP III REF NO: G004/2017**  
Term: 3 Year Fixed Term Contract

**SALARY CENTRE REQUIREMENTS**

: R 898,743.00 (all-inclusive package) per annum (Level 13)  
: Pretoria  
: Relevant NQF Level 7 qualification in knowledge and information management, public relations, communication, information technology and stakeholder

relationship management or related discipline. At least 5+ years responsible/accountable for knowledge and information management for an organisation or programme in the public or private sector. Must have hands on experience with website maintenance, graphic design tools and publication tools. Must have experience in liaising with high level stakeholders. Knowledge of current international good practice in the field of knowledge and information management which can include public relations, communications, information management, change management, monitoring and evaluation; and stakeholder relations management, amongst others. Ability to work as a team member; impart knowledge, transfer skills and build capacity of individuals; good interpersonal skills; high level of written and verbal communications skills; demonstrated skills in knowledge and information management, graphic design, website design, publication tools; ability to manage stakeholders and stakeholder engagements; the Regulations on a Standard Chart of Accounts for local government and related reforms. DUTIES: Designing and implementing effective knowledge management systems to support MFIP. Operationalising knowledge and information sharing for improved municipal finance management. Strengthening information links and communication between stakeholders. Promoting collaboration, learning and sharing. Developing of revenue protection/enhancement tools and processes and monitoring the implementation there-off in identified municipalities. Design and implement effective knowledge and information management systems to support MFIP. Provide leadership and hands on technical support to the MFIP and Capacity Building teams to operationalise knowledge and information management for improved municipal finance management. Provide hands on technical support and advice on innovative approaches in knowledge and information management for municipal finance management practitioners. Brief MFIP coordinating team and advisors prior to field missions on the messages they should disseminate while on mission and the information required to be brought back from mission in the interests of consistent and quality controlled knowledge and information management. Establish knowledge and information management systems for MFIP and for the Capacity Building Chief Directorate as a whole. Coordinate and provide hands on technical support for knowledge and information sharing events for the MFIP programme. Coordinate and provide hands on technical support for the establishment and effective operation of communities of practice and learning networks for public finance management practitioners. Undertake periodic programme reporting, evaluation and monitoring for knowledge and information management as required. Assist in providing input into NT strategic and corporate documents and assist in development of best practice guides and circulars in the technical field of knowledge and information management. Monitor and evaluate the performance and impact of knowledge and information management systems and practice and assist the MFIP and Capacity Building teams to maximize performance in this regard.

**ENQUIRIES**

: Ria Fourie (012) 315 5384

**OTHER POSTS**

**POST 02/09**

: **DEPUTY DIRECTOR: PROJECT SUPPORT MFIP III REF NO: G005/2017**  
Term: 3 Year Fixed Term Contract

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R612 822.00 (including benefits) per annum (Level 11)  
: Pretoria  
: Relevant NQF Level 7 qualification degree or occupational qualification in project management or business administration with a specialisation in project contract management and/or project compliance management or other related field an advantage. A minimum of 5 - 7 years' experience in the fields of project and/or programme management, at least 2 of which at a management level. Experience in public service an advantage. Excellent interpersonal communication skills, Understanding of the Public Sector and knowledge of appropriate legislations and regulations as well as Excellent report writing skills.

**DUTIES**

: Manage the implementation of and compliance to the MFIP project management guidelines templates, methods, practices. MFIP projects planning and initiation support: Collaborate on and support the planning of MFIP projects. Assist with the

finalisation and preparation of project initiation documents including client memoranda of agreements, project charters, and service providers' terms of reference. Monitor and check on the administration of project agreement documentation. Assist Professional Services Procurement with the sourcing of providers including preparation of requests for proposals (RFPs) and conducting of MFIP panel searches. Manage the induction of providers on MFIP project management processes and practices regarding project document and information management, client relationship management, project work reporting and invoicing. Upload and register service provider project deliverables and delivery schedules. Monitor and evaluate services rendered and deliverables against contract stipulations. Monitor and report on contract issues and, as approved and required, implement, Contract risk mitigation processes, discrete project budget adjustments. Prepare and submit contract close-out reports on submission of final deliverables. Establish and implement MFIP project governance controls across all project cycle stages including planning, implementation and post evaluation. Upload and maintain project plans, schedules, and deliverables. Manage the project logistics and arrangements regarding meetings, travel and accommodation where required. Assist with the processing and submission of project progress reports, time sheets, and invoices. Assist with the updating and maintenance of the project expenditure records and budget, and development and submission of project expenditure reports. Assist with the preparation and submission of project performance and compliance reports including, project status reports including narrative on project affairs and progress (monthly and quarterly), project exception reports, quarterly project overview reports, annual project status reports including narrative on APP progress, and project budget reports. Manage the processing, quality assurance, uploading, filing, and archiving of all relevant project documentation. Manage the administrative close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries, paper trail documents to enable project auditing, project findings and learning's to enable communication and publishing.

**ENQUIRIES**

: Ria Fourie (012) 315 5384

**POST 02/10**

: **TEAM ASSISTANT: PROJECT SUPPORT - MFIP III REF NO: G006/2017**  
Term: 3 Year Fixed Term Contract

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R211 194.00 per annum (plus 37% in lieu of benefits) (Level 7)  
: Pretoria  
: National Senior Certificate (Matric) studying towards obtaining a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration. A minimum of 2 years' experience in office administration, general operations, or secretarial support. Experience in environments dealing with project and/or programme management will be an added advantage. Experience in public service will be an advantage. Excellent interpersonal communication skills. Good communication skills. Ability to work efficiently and render administrative support to a dynamic team. Experience in the use of MS Office programmes. Computer literate.

**DUTIES**

: Maintain the Senior Managers' diaries and manage appointments. Manage electronic document tracking system. Do all typing/word processing, faxing & photocopying for the senior managers. Assist senior managers in compiling presentations. Arrange meetings (conference rooms, documentation, parking, logistics, resources), and take minutes during meetings. Manage Travel Arrangements (including programs, logistics, security and transport for delegates from other government and international institutions as well as overseas trips). Answer and screen telephone calls; Ensure/ co-ordinate fast & efficient handling of all correspondence, acknowledge receipt of correspondence and distribute to relevant person. Finalise submission documentation and effect necessary changes when requested to do so by senior managers. Perform procurement administrative functions. Manage filing system for the MFIP. Assist with the preparation, proof-reading and quality control of documents emanating from the office. Assist with the co-ordination and admin tasks of relevant projects. Work with and /or as part of the technical project teams when needed to provide administrative and secretarial support; Perform and ensure timely reconciliation of subsistence and travel claims

for the team. Arrange protocol and VIP protection for all officials from international organisations and foreign governments, where applicable. Handle confidential documents with utmost discretion. Download documents from the internet upon request. Handle all invoices and claims. Prepare budget requirements and travelling for the MFIP team and ensure that they are included in the budget of the chief directorate. Confirm availability of funds to operate within budget limit. Coordinate telephone accounts and submit to the relevant parties on a monthly basis. Keep accurate records and reconcile stationary on a monthly basis

**ENQUIRIES**

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Ria Fourie (012) 315 5384

**POST 02/11**

:

**TEAM ASSISTANT 2 POSTS REF NO: G007/2017**

Term: Permanent

**SALARY**

:

R211 194 00 per annum (excluding benefits) (Level 7)

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

National Senior Certificate (Matric) studying towards obtaining a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration. A minimum of 2 years' experience in office administration, general operations, or secretarial support. Experience in environments dealing with project and/or programme management will be an added advantage. Experience in public service will be an advantage. Excellent interpersonal communication skills. Good communication skills. Ability to work efficiently and render administrative support to a dynamic team. Experience in the use of MS Office programmes. Computer literate.

**DUTIES**

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Provide administrative and secretarial support service to facilitate smooth administrative operations for the Unit. Maintain the directors' diaries and manage appointments; manage electronic document tracking system; do all typing/word processing, faxing & photocopying for the directors; Assist directors in compiling presentations; Arrange meetings (conference rooms, documentation, parking, logistics, resources), and take minutes during meetings; Manage Travel Arrangements (including programs, logistics, security and transport for delegates from other government and international institutions as well as overseas trips); Answer and screen telephone calls; and acknowledge receipt of correspondence. Finalise submission documentation and effect necessary changes when requested to do so by directors; Perform procurement administrative functions; Manage filing system for directors; Ensure/ Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up); Assist directors with the preparation, proof-reading and quality control of documents emanating from the office; Assist directors with the co-ordination and admin tasks of relevant projects; Work with and /or as part of the technical project teams when needed to provide administrative and secretarial support; perform and ensure timely reconciliation of subsistence and travel claims for directors; Arrange protocol and VIP protection for all officials from international organisations and foreign governments, where applicable; Handle confidential documents with utmost discretion; Download documents from the internet upon request; process all invoices and claims. Prepare budget requirements and travelling for directors and ensure that they are included in the budget of the chief directorate; Confirm availability of funds to operate within budget limit; Coordinate telephone accounts and submit to the relevant parties on a monthly basis; Keep accurate records and reconcile stationary on a monthly basis.

**ENQUIRIES**

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Ria Fourie (012) 315 5384