

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 or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria.
- CLOSING DATE** : 30 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.

OTHER POSTS

- POST 03/25** : **DEPUTY DIRECTOR: INFRASTRUCTURE FINANCE – REF NO: G008/2017**
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R726 276.00 (all-inclusive package) per annum (Level 12)
: Pretoria
: Completed NQF Level 7 Degree (3 year qualification) in Financial Management, Accounting, Economics, Financial Analysis, or related. At least 5 years' professional experience in Financial Analysis or a financial environment dealing with project finance; Experience in Project Management; Experience in Financial Modeling; experience in MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook.
- DUTIES** : Undertaking financial analysis of all projects in the PPP Unit. Analysis of all PPP feasibility studies and amendments to feasibility studies, specifically the financial models thereof, to test for affordability, value-for-money and appropriate risk allocation; Evaluation of the financial proposals, models, PPP and Direct Finance Agreements of bid documents received from the private parties to test for affordability, optimal value-for-money and the impact of the proposed risk allocation; and Participation in negotiations with preferred bidders where required to ensure affordability, value-for-money and appropriate risk allocation in the final contract. Assisting departments and public entities to draft Terms of Reference and appoint Project Officers and Transaction Advisors at project initiation; Being an active member of department/public entity project management teams throughout the PPP project preparation and life-cycle phases, ensuring capacity building of the department/public entity and the transfer of skills, experience and lessons learnt on other transactions to the project management teams; Managing efficient and high quality processing of all approval processes in terms of Treasury Regulation 16; Developing mechanism for cooperation and funding for PPPs with Development Finance Institutions. Regular interaction with the PPP Market participants to understand their concerns; Identifying the important PPP market weaknesses, develop and propose possible solutions for corrective measures for implementation. Monitor implementation for results; and Regular Interaction with other stakeholders such as Public Finance, Accounting Standards Board etc. on issues of planning; budgeting and accounting. Contribute to the on-going formulation of national policy, guidelines and support systems for PPPs; and Increasing awareness in the public and private sectors of government's standards for PPPs.
- ENQUIRIES** : Kaizer Malakoane (012) 315 5442

<u>POST 03/26</u>	:	<u>PERSONAL ASSISTANT - CAPITAL PROJECTS APPRAISAL AND MANAGEMENT, STRATEGY AND COMMUNICATIONS REF NO: G009/2017</u> Term: Permanent
<u>SALARY</u>	:	R262 272.00 (basic salary, excluding benefits) per annum (Level 8)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A completed relevant 3 year (Diploma or Degree) qualification. Experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook. A minimum of 2 years' relevant administrative and/or secretarial experience. Computer literacy and Administration skills. Experience in English business writing skills and minute taking. Experience in management of logistics relating to meetings. Experience in budget management and making travel arrangements. Project Management skills will be an added advantage.
<u>DUTIES</u>	:	To provide administrative and secretarial support service to the Capital Projects Appraisal and the Management Strategy and Communication Units and to facilitate smooth administrative operations for the Units. Create and manage filing system for managers; Ensure/ Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up); Assist managers with the preparation, proof-reading and quality control of documents emanating from the office; Perform procurement administrative functions for the Unit; Perform and ensure timely reconciliation of subsistence and travel claims for managers; Ensure that leave register are updated and submitted to HR on time; Prepare and draft memo's on behalf of the managers; Prepare Power Point presentations for the managers; Handle confidential documents with utmost discretion; Collect data and information, and analyse it on request of manager/s; Collect and coordinate information for the manager/s as required; Remain abreast with the procedures and processes that apply in the office of the Chief Director (s)/Senior Manager(s); and Maintain the Senior Managers' diaries and manage appointments; Manage the Units' electronic document tracking system; Do all typing/word processing, faxing & photocopying for the Senior Managers; 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 and process accordingly. Prepare, administer and monitor the Units' budget at least on a monthly basis and report on it accurately on time; Perform provisioning administrative functions for the Unit and process all claims and invoices within 30 days of receipt; Remain abreast with the procedures and processes that apply in National Treasury and advise in terms of compliance; Prepare budget requirements and travelling for directors and ensure that they are included in the budget of the chief directorate(s); Confirm availability of funds to operate within budget limit; Coordinate telephone accounts and submit to the relevant parties on a monthly basis; and Keep accurate records and reconcile stationary on a monthly basis.
<u>ENQUIRIES</u>	:	Kaizer Malakoane (012) 315 5442