

**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. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments.
- CLOSING DATE** : 06 February 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 those 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 04/19** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS AND EMPLOYEE EQUITY REF NO: G010/2017**  
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R726 276 per annum (all-inclusive package) per annum, Level 12  
: Pretoria  
: Completed NQF Level 7 Bachelor Degree in Human Resources Management, Labour Relations, Employment Practices/Law, Change Management or related. At least 5 Years' experience in Labour Relations, Human Resources Management or an environment requiring negotiation, trade union relations, and/or dispute resolution. At least 2 years' experience in a supervisory position. Excellent communication skills and ability to resolve conflict; Excellent report writing skills; Policy development skills; Efficient administration skills; Good analytical skills and ability to interpret statistics; Good knowledge of Public Service Regulations, Labour Legislation, government policies and procedures; Ability to understand electronic reporting systems; Willingness to travel between GTAC offices.
- DUTIES** : Develop a GTAC ER and EE Plan in relation to requirements from the DPSA and Department of Labour. Develop and implement a GTAC policy on Progressive Discipline, Grievance Management and influence policies affecting Employment Equity Practices of the GTAC. Develop and communicate GTAC strategies as it pertains to EE, Gender, and Disability Management. Assist GTAC managers to develop operational plans incorporating ER, EE, Gender and Disability requirements. Develop templates relating to ER, EE, Transformation, Gender Mainstreaming and Disability Management for consistent implementation in the GTAC. Develop and implement training material to build capacity within the GTAC. Periodically review policies and plans in line with changes to legislature, Collective Agreements and GTAC changes. Ensure GTAC compliance with relevant labour legislature, Collective Agreements, and Directives. Advise management and staff on the provisions of Acts, Collectives Agreements, Directives and guide adherence to the Codes of Good Practice. Identify areas of non-compliance and advise management of necessary corrective action. Convene and facilitate an EE committee for the GTAC. Provide advice to management and staff on how to achieve and maintain the prescribed EE, Gender and Disability Targets. Advise management on budgetary requirements to make reasonable accommodation for disabled and employees with special needs. Facilitate GTAC initiatives to create awareness on Disability Management. Encourage Gender Mainstreaming and interventions targeted at improving representation of females and employees from

previously disadvantaged groups within the GTAC. Provision of Secretariat Services to the Departmental Bargaining Chamber. Manage progressive discipline, grievance and poor performance processes for the GTAC. Ensure appropriate records management and information reporting of GTAC statistics.

**ENQUIRIES** : Kaizer Malakoane Tel no: (012) 315 5442

**POST 04/20** : **PERSONAL ASSISTANT: CAPITAL PROJECTS APPRAISAL AND MANAGEMENT, STRATEGY AND COMMUNICATIONS REF NO: G009/2017**  
Term: Permanent

**SALARY CENTRE REQUIREMENTS** : R262 272 per annum (basic salary, excluding benefits) per annum, Level 08  
: Pretoria

: A completed National Senior Certificate (Grade 12) and completed relevant 3 year National Diploma, Higher Certificate or Degree (NQF Level 6) qualification in Facilities Management, Risk Management, Project Management, or related trade qualifications at a technical college or university of technology. At least 3 Years' experience in a corporate support services environment. Experience in the management of office accommodation and related facility management services. Ability to communicate with various stakeholders. Good writing skills, efficient administration skills, good knowledge of Public Service Regulations, policies and procedures. Project management skills. Ability to understand electronic systems relating to Corporate Support. Understanding of procurement processes relating to goods and services relevant to corporate support. A valid driver's license. Willingness to travel between GTAC offices.

**DUTIES** : Assist with the development of a floor plan suited to the needs of GTAC operations in relation to space norms. Participate in the development of contracts to secure GTAC accommodation. Advise on the optimal office furniture required in the allotted GTAC space. Actively adhere to the GTAC floor plan and make necessary recommendations for more effective spatial planning. Facilitate the movement of GTAC staff, furniture and assets in the event of accommodation change. Provide effective project management support in the event of renovations, office accommodation, and infrastructure upgrades in the GTAC with minimum disruptions. Ensure maintenance of all office equipment and machinery. Co-ordinate requests for drivers and official transportation. Conduct bi-annual building inspections to maintain conducive office spaces in Pretoria and at the Regional Offices. Ensure regular maintenance is conducted on air conditioning systems. Ensure requests for general building maintenance relating to plumbing, lighting, carpets and windows are addressed speedily. Co-ordinate the development or procurement and installation of security access systems in the GTAC. Co-ordinate security vetting for all GTAC staff. Conduct bi-annual building assessments to determine the safety and security of the work premises at all GTAC offices. Co-ordinate the development of GTAC emergency evacuation procedures. Facilitate GTAC evacuations as the designated Health and Safety Officer for the Agency. Identify and co-ordinate registration of Health and Safety floor representatives for the GTAC. Co-ordinate training for all Health and Safety officers as periodically required. Implement Shared Services Agreements with National Treasury and other service providers. Develop standard Service Level Agreements (SLA) for the execution of Corporate Support Services activities including facilities and securities management. Maintain relationships with contractors and review performance on a quarterly basis. Provide input into the development of GTAC policies and frameworks on facilities and security management.

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