

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

*The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular.*

**APPLICATIONS** : Applications must be e-mailed timeously to [recruit@gtac.gov.za](mailto:recruit@gtac.gov.za)  
**CLOSING DATE** : 30 October 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 POST**

**POST 42/01** : **TEAM ASSISTANT: TECHNICAL CONSULTING SERVICES**

**SALARY CENTRE REQUIREMENTS** : R226 611.00 per annum (plus 37% in lieu of benefits) (Level 7), Term: Permanent  
 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. Computer literate. Experience in the use of MS Office programmes.

**DUTIES** : Maintain the Senior Manger's diary and manage appointments. Manage electronic document tracking system. Do all typing/word processing, faxing & photocopying for the senior managers. Assist senior manager 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 for 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. Finalize submission documentation and effect necessary changes when requested to do so by senior managers. Perform procurement administrative functions. Manage filing system for the Technical Consulting Services. 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 TCS 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** : Kaizer Malakoane (012) 315 5442