

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

*The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and people with disabilities*

- CLOSING DATE** : 13 November 2017 at 12h00, no late applications will be accepted
- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: GTAC, e-mail address: [recruit@gtac.gov.za](mailto:recruit@gtac.gov.za) or hand deliver to National Treasury reception at 240 Madiba Street, Pretoria.
- NOTE** : Applications should be accompanied by a duly completed Application for Employment (Z83), comprehensive CV and originally certified copies of qualifications and ID. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the GTAC within one (1) month of the closing date, please regard your application as unsuccessful..

**OTHER POST**

- POST 44/30** : **OPERATIONS MANAGER REF (G025/2017)**  
Purpose: To provide a strategic, management and administrative support service to the Corporate Services Business Unit

- SALARY** : R770, 295 (All-inclusive Package)
- CENTRE** : Pretoria
- REQUIREMENTS** : To be considered for this position, the applicant must have a completed Bachelor's Degree (NQF Level 7) or equivalent qualification in Business Management, Operations Management, Administration, Risk Management, or related. 4-6 years of professional working experience, of which at least 2 should be at a supervisory level A minimum of 4 years' relevant administrative and/or operational management experience. Knowledge of public service legislation and policies. Experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook. Strong computer literacy and administration skills. Good business writing skills. Knowledge and experience of the policy analysis and interpretation. Project Management skills will be an added advantage.

- DUTIES** : Key Outputs: It will be expected from the successful candidate to: Operational & Strategic Support: Ensure that the Strategic Plan, Annual Performance Plan, and Operational Plans are in place for the Business Unit. Monitor Management Support Programme activities and ensure that deadlines are met. Perform secretariat responsibilities in forums for management meetings and follow-up on outstanding action items Manage stakeholders' engagement pertaining to concerns and queries for resolution and provide feedback. Coordinate and assist with completion of outstanding strategic deliverables, and follow progress on the implementation of strategic business objectives Coordinate the preparation of documents, and perform proofreading and quality control to ensure accuracy of content, and quality business writing. Provide advice to address concerns addressed in submissions and fast-track explanatory submissions for approval. Administrative Support: Organise administrative matters for the Branch, ensuring the effective follow of information and documentation. Draft memoranda, submissions and correspondence for approval and dissemination. Oversee and finalise asset management and reporting, stationery management, file plan, floor plan, delegations and standard operating procedures for the business unit Budget administration and Reporting: Compile and finalise Monthly and Quarterly reports w.r.t. the Strategic and Operational plans of the Unit. Keep accurate records of all expenditure in the Unit Review, input and submit budget and expenditure related information. Ensure that all obligations are settled and that all monies owing, including all departmental claims, are paid within the prescribed or agreed period. Governance: Develop an Operational Risk Register for the Business Unit Ensure that GTAC policies, processes and procedures are developed and updated. Ensure that the regulatory requirements of all statutory bodies are met. Initiate research and stay abreast of policies,

**ENQUIRIES**

procedures and due processes in compliance with legislation; Analyse policies, prescripts and other documents applicable to the effective operations of the GTAC  
: Kaizer Malakoane Tel No: (012) 315 5442