

**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. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information.
- CLOSING DATE** : 20 November 2017 at 12h00
- 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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 will 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.

**MANAGEMENT ECHELON**

- POST 45/26** : **CHIEF DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT REF NO: G032/2017**
- SALARY CENTRE REQUIREMENTS** : R1 127 334.00 – R1 347 879.00 per annum (All-inclusive Package) (Level 14)  
Pretoria
- : To be considered for this position, the applicant must have a completed Post graduate (NQF Level 8) qualification in a relevant Post Graduate Qualification in (Supply Chain, Public Administration and/or Public Finance Management and/or Project Management and 10-12 years' experience in relevant field • A demonstrated record of creative thinking and innovative approaches on issues on Supply Chain Management within a compliance framework / environment. • Experience in supply chain management, project management & financial management is a necessity • Excellent interpersonal communication skills • Good understanding of PFMA and donor agencies Understanding of the Public Sector and knowledge of appropriate legislations and regulations • Excellent report writing skills.
- DUTIES** : Head the Chief Directorate: Professional Services Procurement operations to ensure that all procurement and contract management processes are expeditiously executed within the prescripts of the law and fully compliant with supply chain management regulations. Contribute to the GTAC strategy and annual performance plan inputs, and manage the planning and performance monitoring of the business units' SP and APP indicators. Oversee and manage the preparation and submission of professional services reports and statistics for the procurement and contract management of providers. Manage and take responsibility for the portfolios of work under one's responsibility Oversee the identification of procurement, contract and project governance and ethics principles are adhered to, Raise concerns on commitment and support proactively with client.
- ENQUIRIES** : Kaizer Malakoane (012) 315 5442

**POST 45/27** : **DIRECTOR: CONTRACTS MANAGEMENT G034/2017**  
Term: Permanent

**SALARY** : R948 174. – R1 116 918. Per annum (All-inclusive Package) (Level 13)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant degree in (Contracts Management, Contract Law or LLB) 5-8 years' experience in contracts management in the public service• in-depth knowledge of PFMA and PPPFA. A demonstrated record of creative thinking and innovative approaches on issues on Supply Chain Management within a compliance framework / environment. Experience in supply chain management, project management & financial management is a necessity. Excellent interpersonal communication skills. Good understanding of PFMA and donor agencies. Very good experience in working with consultants, both on long and short term basis. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Excellent report writing skills.

**DUTIES** : The successful candidate will be responsible for the managing the performance and risks of professional services' contracts. As needed, provide guidance on contract matters to GTAC business units. The position is responsible for negotiating contracts and determining allocation to proper department funds; preparing analysis of bid results and recommending a course of action. Preparing all documents with service providers. Develop, implement and report on Contract Management annual work plans and performance indicators. Provide inputs into and implement and report on the Contract Management budget. Manage the capacity, productivity and performance of Contract Management staff. Monitor and maintain the Contract Management governance framework and internal controls. Monitor legislative compliance requirements for public service contract management and reporting and report on and ensure application of amendments thereto. Develop and monitor the implementation of contract performance definitions, risk management and measurement criteria. Manage the verification of contract deliverables against contract stipulations for contract payment approvals. Manage contract risks and implementation of contract adjustments such as extensions and changes to scope and time and discrete project budget adjustments. Manage addendums to contracts and updating of contract schedules as approved. Manage the closure of contracts including system close-out, generation and submission of contract performance and closure reports. Manage the generation of contract management reports. Support contract management and contract audits and implement findings. Manage the knowledge and learning resulting from application of PSP methods, practices and approaches. Participate in and contribute to Contract Management networks and working groups.

**ENQUIRIES** : Kaizer Malakoane (012) 315 5442

**OTHER POST**

**POST 45/28** : **AUXILIARY SERVICES OFFICER G033/2017**  
Term: Permanent

**SALARY** : R281 418 (basic salary, excluding benefits) per annum (Level 8)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A completed National Senior Certificate (Grade 12) or 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, and 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.

**DUTIES** : The successful candidate will be responsible for a wide variety of auxiliary tasks which include, but not limited to the following: Implement and maintain auxiliary and corporate services policies and frameworks. Provide administrative and secretarial support service to the Corporate Support Services Unit and to facilitate smooth administrative operations for the Units. Manage the mobile services duties. 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; 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.

**ENQUIRIES**

: Kaizer Malakoane (012) 315 5442.