

**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 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** : Monday, 12 March 2018 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.

**OTHER POSTS**

- POST 08/41** : **PROJECT ADMINISTRATOR: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFP): REF NO: 001/2018 (3 Year contract)**
- SALARY** : R334,545.00 – R404,121.00 per annum Plus 37% in lieu of benefits (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : To be considered for this position, the applicant must have a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration. Experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS Power Point, Internet Explorer, MS Outlook, and MS Project. A minimum of 2 years relevant administrative and/or secretarial experience. Strong computer literacy and administration skills. Experience in English business writing skills and minute taking. Experience in management of logistics relating to meetings.
- DUTIES** : Setup new project templates, project codes and information, including ensuring that contracts are signed and filed. Relevant project cost trackers to be maintained with timesheet information and invoice details to track performance for each project. Relevant project data sheets compiled and saved for future reference. Assistance with the compilation of client invoices, including tracking of all disbursements for the relevant projects. Assist Project Managers with the preparation of presentations and any research of relevant documentation. Management of all Portfolio records and documents. Preparation of portfolio reports including development of portfolio dashboard. Provision of portfolio statistics. Implement and maintain version control procedures on all portfolio reports and documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the PMU meetings. Performance Tracking and collation of performance reports. Provide Administrative support to MFIP: travel arrangements; manage all logistics associated with workshops, conferences; setting up of meetings through the timely distribution and confirmation of invitations and documents; bookings of suitable venues; organising of the necessary equipment & other event logistics. Provide assistance with regards to the compilation of programme documents, work plans, slide presentations and spread sheets. Attend all relevant project meetings. Development of annual work plans, input for strategy sessions and preparation of documentation. Collecting and verifying financial source documents. Prepare request for invoices. Project financial reconciliation. Updating project plans. Updating risks and issue logs and updating project status reports.
- ENQUIRIES** : Kaizer Malakoane (012) 315 5442
- POST 08/42** : **PERSONAL ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME III (MFIP) REF NO: G002/2018 (3 Year contract)**
- SALARY** : R281,418.00 – R331,497.00 per annum Plus 37% in lieu of benefits (Level 8)
- CENTRE** : Pretoria
- REQUIREMENTS** : To be considered for this position, the applicant must have 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.

**DUTIES**

: It will be expected from the successful candidate to Create and manage filing system for manager. Ensure/ Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up). Assist manager 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 manager. Ensure that leave register are updated and submitted to HR on time. Prepare and draft memos on behalf of the manager. Prepare Power Point presentations for the manager. Handle confidential documents with utmost discretion. Collect data and information, and analyze it on request of manager. Collect and co-ordinate information for the manager as required. Remain abreast with the procedures and processes that apply in the office of the Chief Director: MFIP III. Maintain the Senior Managers' diary and manage appointments. Manage the Units' electronic document tracking system. Do all typing/word processing, faxing & photocopying for the Senior Manager. 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. 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 advice 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. Keep accurate records and reconcile stationary on a monthly basis.

**ENQUIRIES**

: Kaizer Malakoane (012) 315 5442