

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 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 for more information.
- CLOSING DATE** : 01 June 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. 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.

MANAGEMENT ECHELON

- POST 20/08** : **DIRECTOR: STRATEGIC PARTNERSHIPS (GTAC) REF NO: G004/2018 (X1 POST)**
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R948.174 – R1 116 918 per annum (All-inclusive Package) (Level 13)
Pretoria
- : To be considered for this position, the applicant must have a completed a graduate degree or related qualification Business Administration, International Relations, Economics, or related field. At least 7 - 10 years' experience in Strategic Relations and/or Capacity Development, at least three (3) years at a management level. Experience in the Public Service or international donor environment will be a distinct advantage. Ability to demonstrate, through work experience, innovative approaches to developing relationships and/or managing agreements and/or building capacity. Knowledge and use of communications technology - including web-based communications platforms. Excellent interpersonal communication skills. Understanding of how to manage legislative priorities within the he Public Sector and international donor environment is critical as are excellent report writing skills.
- DUTIES** : Manage the development and implementation of the Strategic Relations and Capacity Building plan and budget. Manage the development of the strategic partnerships and capacity building frameworks including: engagement guidelines for partnership agreements and monitoring, evaluation and reporting processes and schedules and the annual programme, approaches and budget requirements. Manage the performance and quality assurance of the public economics capacity building (PECB) programme, and make recommendations for reviews and refinements. Support compliance audits and implement recommendations as required for strategic partnerships and PECB programmes and develop monthly reports on programme deliverables, impact and learnings, and coordinate donor funds utilisation with GTAC finance. Manage the identification and establishment of relationships and engagements with public economics capacity building stakeholders including: GTAC and national, provincial and local Treasuries, and other relevant academic and research institutions, and coordination with the Economies of Regions Learning Network (ERLN) Communities of practice (local, regional and international) and PECB programme donors (local and international). Manage the development and implementation of communication plans with PECB programme members and partners. Manage the development and maintenance of the PECB stakeholder database and communication systems. Manage the development of information and communications materials for the PECB programme on relevant websites (including GTAC's website) in collaboration with the KM team. Manage negotiations and finalisation of agreements for the: funding of PECB programmes, delivery of technical support and advisory services and

management of a Regional strengthening initiative within the strategic partnership space. Manage the development, lodging and communication of stakeholder agreements and deliverables. Manage the administration and implementation of Advisory Group and Steering Committee meetings. Manage the development, planning, implementation, monitoring and recording of the expenditure and outcomes of the PECB annual programme including: Capacity Building projects, Workshops, Events Communications, Ad hoc support projects (GTAC). Manage the development and delivery of PECB training materials and programmes. Manage the development, planning, implementation, monitoring and recording of the expenditure and outcomes of PECB technical advice and support service agreements including: the provision of support to aligned institutions and agencies, the provision of financial and project support, the provision of support to GTAC projects on capacity development programmes, the organisation and facilitation of knowledge exchanges. Manage the participation, contributions, and monitoring and recording of the expenditure and outcomes of GTAC representation at national and international conferences. Manage stakeholder collaborations on the conceptualisation and development of the PECB themes research agenda (annually). Manage the procurement and supervision of service providers. Manage the development of Instructions to Per-form Work (IPWs), the provision of support to task teams and work groups, and tracking of work performed, invoices received and payments processed. Manage the development and communication of PECB tools, think pieces and other relevant research. Manage the analysis of PECB programme expenditure and outcome reports and records. Manage the verification of stakeholder agreements, preparation of project budget closures and, where relevant, the invoicing and cost recovery from stakeholders. Manage the preparation of donor reports on fund management and project expenditure and outcomes.

ENQUIRIES

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Kaizer Malakoane Tel No: (012) 315 5442