

**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** : 10 August 2018 at 12h00
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. 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. The GTAC reserves the right to fill or not fill the advertised posts.

**OTHER POSTS**

- POST 30/08** : **GMS IT SYSTEMS SPECIALIST: JOBS FUND PMU ADMINISTRATOR (GTAC) – REF NO: G015/2018**  
Term: 3 Year Fixed Term Contract
- SALARY CENTRE REQUIREMENTS** : R697 011 – R821 052 per annum (All-inclusive package) (Level 11)  
Pretoria  
Grade 12 plus Degree (or equivalent) (NQF Level 7) in ICT/Computer Science/Business Systems Ideal: Postgraduate degree in an Information Technology. At least 3-5 years' experience in Systems Development and Administration; Good working knowledge of information governance and its application within ICT, advanced excel and MS access skills, knowledge of GIS understanding of the grant funding reforms initiatives in government, knowledge and experience in funding options for unemployment initiatives and programmes, experience in resource management, projects scheduling and grant allocation, understanding of the grant funding reforms initiatives in government. Please submit the latest salary advice as part of the application submission.
- DUTIES** : Provide assistance in the development, implementation and review of an GMS strategy for the Jobs Fund, monitor and evaluate the business contingency plan in respect of GMS services, research and Development of effective technology to enhance JF working processes, reduce development and testing timeframes, support and monitor changes to the grant management system, develop and review standard operating procedures for the GMS unit, generate statistical data for analyses in the dissemination of information to stakeholders, develop datasets and compile information templates as required by stakeholders, monitor support and development request logs and align with the requirements of stakeholders, monitor the system compliance and align with the requirements of stakeholders, perform data integrity checks on the GMS through the entire project life cycle and facilitate users' access to the electronic system, develop a GMS governance Manual to provide oversight of the jobs fund's system and related procedures, continuously review GMS compliance on all JF projects and report deviations or challenges as and when identified, generate statistical data for analyses in the dissemination of information to stakeholders, develop datasets and compile information templates as required by stakeholders, monitor support and development request logs and align with the requirements of stakeholders, monitor the system compliance and align with the requirements of stakeholders, perform

data integrity checks on the GMS through the entire project life cycle and facilitate users' access to the electronic system, develop a GMS governance manual to provide oversight of the Jobs Fund's system and related procedures, continuously review GMS compliance on all JF projects and report deviations or challenges as and when identified, assist with the development and review of policies, procedures and guidelines pertaining to GMS, draft specifications for proposed functionalities on GMS and the implementation thereof, creation of test plans and test results to support the deployment process of enhancements to the production environment, develop system tutorials, presentations and other learning material to support capacity building and training on the GMS, facilitate training to internal staff and Jobs Fund partners, constantly monitor and evaluate oversights on system and related procedures, report any discrepancies to the GMS manager when discovered and recommend immediate remedial action, maintain a log of oversights and issues, support and implementation of issue logging process (with online users, internal staff and service provider), consult and collaborate with institutions in the enhancement and implementation of an electronic infrastructure, support the introduction of more effective working processes through investments in technology, support the new funding round process in line with set standards (SOP), monitor GMS system uptime, maintain all standard templates for communication, execute communication strategy to all applicable stakeholders via the GMS, support the system in conjunction with the Jobs Fund stakeholders to ensure the alignment and integrity of data on GMS, proactively maintain activities to sustain stakeholders' level of engagement, maintain an age analysis matrix on client issues/concerns and keep a client log on issues raised and resolved.

- ENQUIRIES** : Kaizer Malakoane Tel No: (012) 315 5442
- POST 30/09** : **TEAM ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP): REF NO: G014/2018**  
Term: 3 Year Fixed Term Contract
- SALARY** : R242 475 – R285 630 per annum plus 37% in lieu of benefits (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate (Grade 12) certificate, studying towards obtaining a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration, or in a relevant field. A minimum of 2 years relevant administrative and/or secretarial experience, 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, experience in english business writing skills and minute taking, experience in management of logistics relating to meetings, project management skills will be an added advantage.
- DUTIES** : Maintain the director or senior manager(s) diary and manage appointments, manage physical and electronic document tracking system, do all typing/word processing, faxing & photocopying for the director or senior manager(s), assist director or senior manager(s) with 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 from other government and international institutions as well as overseas trips), answer and screen telephone calls – refer to relevant team member, finalise submission documentation and effect necessary changes when requested to do so, manage filing system for director or senior manager(s), ensure/ Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up), assist director or senior manager(s) with the preparation, proof-reading and quality control of documents emanating from the office, assist director or senior manager(s) 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, arrange protocol and VIP protection for all officials from international organisations and foreign governments, where applicable, handle confidential document with utmost discretion, download documents from the internet upon request, prepare budget requirements and travelling for managers and ensure that they are included in the budget of the

**ENQUIRIES**

: business unit, confirm availability of funds to operate within budget limit, perform procurement administrative functions including procurement of stationery, coordinate telephone accounts and submit to the relevant parties on a monthly basis; and keep accurate records and reconcile stationary on a monthly basis.  
Kaizer Malakoane Tel No: (012) 315 5442