

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** : 28 September 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. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 37/05** : **FINANCIAL ASSISTANT: JOBS FUND (GTAC) – REF NO: G017/2018**
Term: 3 Year Fixed Term Contract
- SALARY CENTRE REQUIREMENTS** : R299 709 – R353 043 per annum plus 37% in lieu of benefits (Level 08)
Pretoria
Completed National Diploma or BCom Degree. At least 5+ years' financial and administrative experience. Knowledge of public sector finance, including the standard chart of accounts, government budgeting processes, the PFMA and Treasury Regulations. Experience in public sector finance and budgeting processes, accounting practices and financial legislation, compliance with the policies governing the expenditure of voted and donor funds, experience in working with consultants and good communications skills in both verbal and written language.
- DUTIES** : Assist with all operational finances including; receipt of invoices and supporting documentation for processing, check invoices for correctness, follow up on outstanding documents, ensuring that payments to service providers and consultants are processed within the shortest possible time against internal procedures of GTAC, ensuring accurate and complete database of invoices / supporting documentation / deliverables are received, all relevant spreadsheets are updated with information derived from expenses, processing S&T travel claims and advances for officials / consultants against the relevant budgets and appropriate policies, compilation of monthly travel and subsistence reconciliation for the unit, ensuring that cost recovery invoice to GTAC is processed timeously. Planning and Budgeting; Compilation and submission of monthly in-year monitoring reports (IYM), assisting with compilation of annual budget, medium term expenditure framework, adjustment budgets, rollovers, ensuring timeous request of transfer of funds from the National Treasury for quarterly disbursements. Grant payments; preparation of request for grant payments, ensure that quarterly grant disbursements are captured timeously and accurately on grant management system, ensure that projects bank accounts are captured accurately and well maintained, ensuring that proof of grant payments are circulated to the project teams. Procurement; Development and implementation of a procurement plan, assisting with procurement of goods and services for unit. Effective Project administration; Ensure that the proof of grant payments and financial documents

are filed and maintained accordingly and in line with the filing structure, ensure that all financial documents are accessible (hard and soft copy) and that accurate records are kept of all expenditure for audit purposes, assisting with compilation of ad hoc reports including terms of reference for the project audit and deliverables from external auditors and provide communication support with service providers (contract management).

ENQUIRIES

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Kaizer Malakoane Tel No: (012) 315 5442