

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** : 12 October 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 3 months 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 39/11** : **DEPUTY DIRECTOR: HR PLANNING, PERFORMANCE AND DEVELOPMENT (GTAC) – REF NO: G018/2018**
Corporate Services: Human Resources Management
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R826 053 - R973 047 per annum (Level 12) (All-inclusive Package)
Pretoria
Degree (NQF Level 7) in the fields of Human Resources Management and/or Training and Development. 5 - 7 years' experience in human resources management and/or development, at least 2 of which at a supervisory level. Experience in the public service is an advantage. Appropriate experience in HRD or a related field. Knowledge of and experience in HRD policy implementation and monitoring. Knowledge of PMDS prescripts. Experience in Project Management (young professionals programme). Knowledge of the following: Bursary scheme administration, Skills Development Planning, PMDS and Workplace Skills Plans (WSP). HRD principles. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication/Interpersonal skills. Accountability and ethical conduct. Excellent report writing skills. Good communication skills.
- DUTIES** : Development of implementation of PMDS policy and strategy. Co-ordinate PMDS implementation across the department. Provide expert advice to SMS and non SMS members on PMDS issues. Ensure the implementation of bursary scheme. Facilitate the development of the HRD policy and strategy. The development of WSPs for the relevant Branches. Manage the leadership development programme. Monitor and evaluate the implementation of all training interventions. Co-ordinate PMDS implementation as well as the following: HR Planning Performance and development frameworks, Organizational Design and Post Establishment: Job Design and Evaluation, Recruitment and selection, Secondments and Probation Management, Performance Management, Talent Management, Training and Development.
- ENQUIRIES** : Kaizer Malakoane Tel No: (012) 315 5442
- POST 39/12** : **ASSISTANT DIRECTOR: PROFESSIONAL SERVICES CONTRACTS MANAGEMENT (GTAC)-REF NO: G019/2018**
Professional Services Procurement
Term: Permanent
- SALARY** : R356 289 - R419 679 per annum (Level 09) (All-inclusive Package)

CENTRE REQUIREMENTS : Pretoria
: Degree, (NQF Level 7) in Supply Chain Management or Contract Management. Three (3) to five (5) years' experience in supply chain management. Knowledge of policy development and implementation. Knowledge of organisational and government structures. Understanding of Government legislation. Knowledge of S.C.M Regulations, PFMA, MFMA, PPPFA and SCM practice notes, circulars and policy frameworks. Knowledge of contract management and strategic sourcing. Understanding sector supply chain management models and processes. Delegation authority. Sound knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Excellent relationship management knowledge. Good client orientation, customer focus and communication skills Knowledge of Legislations & Regulations. Experience in the public service is an advantage.

DUTIES : PSCM planning and performance management: Develop and implement an effective and efficient contract management system within the GTAC. Follow up on monthly Checklists. Management of stakeholder relationships. Provide guidance on contracts and performance related issues. Implement controls to mitigate short comings as identified by internal and external audits. Manage and report on contract performance, service provider progress report, non-performance reports and contract closeout reports. Provide advice and support to line managers in relation to contract management. Release contracts on the Contract Management System. Verifying and controlling of payments on all contracts. Liaise with Line Function and Finance/Run Reports. Report to management. Assist with the development and annual work plans, budget and performance indicators for PSCM. Participate in the development of performance plans, review of performance and development of competence. PSCM governance management: Implement and maintain frameworks and internal controls for management, in compliance with PFMA regulations, of professional services contracts including: Policies and procedure, business processes, guidelines and templates, contract management system, contract management risks and risks mitigation strategies.

ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442

POST 39/13 : **PERSONAL ASSISTANT: PROFESSIONAL SERVICES PROCUREMENT (PSP) – REF NO: G020/2018**
Term: Permanent

SALARY : R299 709 - R353 043 per annum (Level 08)

CENTRE REQUIREMENTS : Pretoria
: Applicant must have completed a relevant 3 year (Diploma or Degree) qualification. Experience in the use of MS Office packages, 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 and Project Management skills will be an added advantage.

DUTIES : Extensive diary management including organisation & administration of meetings, setting up internal and external meetings, events, and conferences. Handle all correspondence and communication including mail, letters, memorandums and responding to routine mail, handling telephone and customer enquiries related to the Chief Director: Professional Services Procurement. Manage and control the CD's task items for the team to ensure timely adherence to deadlines. Typing of all correspondence for PSP Unit and maintain confidentiality of all correspondence and communication for the unit. Produce and proof read correspondence, documents, meeting packs and presentations. Administrative responsibilities including but not limited to filing, maintenance of records, expenses, photocopying for the business unit. Provide support to the Chief Director in the co-ordination of the unit activities by ensuring that the unit meets objectives and serves internal and external customers in an efficient and timely manner. This includes ensuring, on a day-to-day basis matters that requires follow-up are acted on by the CD: PSP. Maintaining confidential correspondence and reports for the unit. 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. Remain abreast with the procedures and processes that apply in the office of the Chief Director.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442