

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** : 23 November 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. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm Permanent employment. 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 POST

- POST 45/12** : **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT (MFIP) (GTAC) – REF NO: G024/2018**
Term: 2 Years Fixed Term Contract
- SALARY CENTRE REQUIREMENTS** : R826 053 – R973 047 per annum (Level 12) (All-inclusive package)
Pretoria
A relevant 3-year qualification in Public Administration or Public Management, Education and Training, or Marketing and Communications or related field. A minimum of 4-6 years' working experience in the following fields; project management, marketing and communications, knowledge management. Content management, copywriting and SharePoint in the public sector or local government will be an added advantage.
- DUTIES** : Knowledge Management: Administering and maintain the programme knowledge management artefact register, facilitating and coordinate the knowledge management collection phase, facilitating the knowledge management engagement phase, facilitating and coordinate peer-review processes. Content Management: Developing, administering and maintain the programme content policy and register, producing, publishing, updating and maintain programme content, facilitating and coordinate programme content produced by Advisors and including the approval process. Technological Enablement: gather organisational or user requirements for SharePoint sites, configure, administering and maintain SharePoint sites, administer, update and maintain Wiki and public website, administer, update and maintain filing plan, folders and ShareDrives.
- ENQUIRIES** : Kaizer Malakoane Tel No: (012) 315 5442