

## NATIONAL TREASURY

*The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.*

- APPLICATIONS** : Recruitment Administrator: National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.oag@treasury.gov.za, please state reference number and title of position on the subject line of the email
- CLOSING DATE** : 21 December 2018 at 12:00
- NOTE** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. No late applications will be accepted. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right not fill the below-mentioned posts.

## OTHER POST

- POST 49/36** : **TEAM ASSISTANT: CAPACITY BUILDING REF NO: S085/2018 (X2 POSTS)**  
4 Years Fixed-Term Contract  
Division: Office of the Accountant-General  
Purpose: To provide administrative and secretarial services to the Directorate: Financial Management Improvement Programme in the implementation of the Continuous Capacity Building Programme for Public Financial Management (FMIP IV).
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (all-inclusive remuneration package)  
: Pretoria  
: A Grade 12 Certificate, studying towards a relevant post grade 12 diploma or degree at an accredited educational institution. A minimum of 3 years relevant administrative and/or secretarial experience. Computer literate with knowledge of the full MS Office Packages.
- DUTIES** : information on a daily basis on document library  
Oversee content of the entire project Tracking System, that all projects have been registered and all progress on projects are updated onto the Project Tracking System on a regular basis and ensure that all financial information has been registered, Provision of project statistics for Management and Technical Meetings, Management of the project administration through ensuring that all Letters of Requests are received and formally acknowledged and obtain sign-off of project documentation, Draft submissions and assist with all project related administration, adhere to all Project Governance Standards, Drafting agendas, taking minutes, distributing and collecting of documents for when administer monthly meetings , Ensure that closure reports are submitted and recorded ,Ensure that all project contact lists are forwarded for updating relevant database and also distributed to relevant Directors on a regular basis, Implement and maintain version control procedures on all project reports and documentation  
Project Administrative Support: In support of projects, managing workshops, conferences and setting up of meetings through the timely distribution and confirmation of invitations, bookings of suitable venues and organising of the necessary equipment, Manage and oversee all project related travel arrangements (local and international) in line with the prescriptions of the National Treasury, the PFMA and the donors where applicable, Provide assistance with regards to the compilation of complex documents (tender dossiers), work plans, time sheets, slide presentations, spread sheets and the acknowledgement of all correspondence related to the project support provided by

these officials to the relevant stakeholders, Attend all relevant project and cluster meetings, Minute taking and the typing and distribution thereof. Before any minutes are distributed it will be endorsed and signed off by the relevant official, Give administrative support to the relevant officials when requested. These activities would include filing, faxing, facilitating / managing the provision of refreshments at meetings, the copy and binding of documents and / or any other administrative assistance required, Assist with the statistics from time sheets of TA's and monthly reports for meetings Secretarial: Manage, through effective high level support, the offices of the Directors, This entails responding and attending to any enquiries emanating from either the officials of this unit or from client departments on communication received through official channels, Manage the electronic format used by the National Treasury including the acknowledgement and confirmation of meetings, preparation and co-ordination of the necessary documentation for meetings and appointments, Arrange meetings and all tasks associated with it, Client Liaison: Interface with client departments as first level support, Ensure clients' needs are addressed to ensure effective service delivery take place. Document client information appropriately for tracking purposes.

**ENQUIRIES**

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Ms Caroline Modibane Tel No: 012 315 5092