

**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 can be hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information.
- CLOSING DATE** : 14 June 2019 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. 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 19/34** : **PERSONAL ASSISTANT: JOBS FUND PMU ADMINISTRATION REF NO: G011/2019**  
Term: 36 Months Fixed Term Contract

- SALARY CENTRE REQUIREMENTS** : R316 791 – R373 167 per annum (Level 08) plus 37% in lieu of benefits  
Pretoria  
A relevant 3-year (NQF 6) qualification in Office Management, Administration or related field. 3-5 years relevant administrative and/or secretarial experience; knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). To provide administrative and secretarial support to the Deputy Director-General: Employment Facilitation, and facilitate the efficient and effective administration of the Office of the Deputy Director-General. Competencies required; Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.

- DUTIES** : Diary Management: Administer the Deputy Director-General: Employment Facilitation appointments and meetings schedule including: Prioritising meetings, setting-up and confirming arrangements, updating electronic schedule, notifying on daily schedule, booking meetings rooms and organising catering as required. Preparing, distributing and processing meeting invitations and agendas. Prepare meeting packs for Deputy Director-General including: Compiling information pack

(directions, invitation and agenda). Sourcing and compiling information / documents where required, coordinating attendance of other GTAC staff. EF offices administration: Process, order, monitor and report on the Jobs Fund resource requests, receipt, distribution and use thereof. Monitor, report on and ensure equipment and furniture maintenance, cleaning and repairs. Maintaining Jobs Fund filing system (electronically and manually). Tracking and filing all documentation relevant to the Deputy Director-General's Office. Stakeholder and staff relations and communications support: Facilitate communications and relations between the Deputy Director-General and stakeholders, and strategic partners, clients and staff including: Assist with tracking responses to stakeholder and staff queries. Sourcing information and documents. Liaising and responding to queries as required. Facilitate and administer the Deputy Director-General: Employment Facilitation's telephonic communication including processing incoming calls, making outgoing calls and setting up conference calls. Administer the Deputy Director-General: Employment Facilitation's electronic and paper-based written communications including: Printing relevant emails. Sorting and prioritizing urgency of post and emails. Filing non-response communications. Drafting documents i.e. (Memo's, submissions etc.). Facilitate responses to written and telephonic communications including: Drafting routine responses for the Deputy Director-General: Employment Facilitation's signature. Sourcing information and documents for non-routine responses. Tracking and filing responses to communications. Administer and maintain the Deputy Director-General: Employment Facilitation stakeholder, partner and associate contacts database. Business documents administration: Finalise business documents for Deputy Director-General: Employment Facilitation's approval and signature, and administer the distribution, confidentiality and indexing requirements. Produce and distribute business documents including, and as required: printing/copying, packaging and faxing / delivering / couriering / posting of hard copies, creating email distribution lists, preparing message and sending electronic copies. Administer the electronic and paper-based business documents registries and filing systems including: Indexing, filing, version control and archiving of business documents. Conducting electronic data clean-ups and back-ups. Travel arrangements and itinerary management: Administer the Deputy Director-General: Employment Facilitation's travel schedule and itinerary including: Booking of meetings and appointments. Organising of directions and contact details. Organising of transport, where applicable. Coordination of staff accompaniment where required. Administer the travel arrangements for the Deputy Director-General: Employment Facilitation and others where applicable including: Booking and ensuring receipt of flight, transport/car hire and accommodation documents and/or reference numbers. Organising visas, forex, travel insurance and internet / telephonic connectivity. Prepare travel packs for the Deputy Director-General: Employment Facilitation and others where applicable including: Itinerary (contact details, venue directions and transport). Travel documents (ticket, visa, passport). Travel support (accommodation details, forex, insurance details, internet connectivity details). Employment Facilitation budget administration: Request quotations, process, submit and follow-up on Deputy Director-General: Employment Facilitation expense claims and payments. Request quotations, process, obtain approvals, submit and follow-up on Employment Facilitation supplier/service provider payments. Receive, process, consolidate and submit management and budget reports. Staff performance and work productivity management and reporting support: Assist with the preparation, and record and file Deputy Director-General: Employment Facilitation staff performance agreements and work plans. Receive and submit work plan reports from managers to the Deputy Director-General: Employment Facilitation.

**ENQUIRIES**

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Kaizer Malakoane Tel No: (012) 315 5442