ANNEXURE D

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 for more information.

CLOSING DATE: 19 July 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. Shortlisted 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 24/43: PROJECT ADMINISTRATOR: STRATEGY MANAGEMENT AND COMMUNICATIONS (SMC) UNIT REF NO: G0013/2019
(Term: 36 Months Fixed Term Contract)

SALARY: R376 596 per annum (Level 09) Plus 37% in lieu of benefits
CENTRE: Pretoria

REQUIREMENTS: Relevant 3-year qualification diploma and/or Business Administration and/or Project Management. At least 3-4 years’ experience as a Project / Business Administrator in a government institution and / or project management environment. Must be able to function well in a multidisciplinary team with varying priorities. Function well under pressure in a relatively unstructured environment. Good knowledge of MS Office, e.g. Word, Excel, MS Project and PowerPoint is important. Competencies required: Client Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing 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. 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. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences and causal relationships. Create timely and well developed solutions by examining alternatives, risks and consequences. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating and managing projects and
resources, including monitoring and inspecting costs, work, and contractor performance.

**DUTIES**

Administration and Support: Setup new project plans, project action lists and information, including ensuring that contracts are signed and filed. Relevant project cost tracking to be maintained with timesheet information and invoice details to track performance for each project. Relevant project data sheets compiled and saved for future reference. Assistance with the compilation of invoices, including tracking of all disbursements for the relevant projects. Assist Project Managers with the preparation of presentations and any relevant documentation. Organise travel arrangements and related accommodation for management and project staff and any other project related arrangements that are required. Management of all Unit project’s administration and electronic records keeping and documents. Provision of project financial and other related statistics. Quality control of all documentation. Implement and maintain version control procedures on all reports and documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the Units meetings. Dissemination of information. Performance Tracking and collation of performance reports. Ensure /co-ordinate fast and efficient handlings of all correspondence, meeting of deadlines for documents (determine priority and follow up). Client Liaison: includes query tracking, follow-up, preparation of responses and dissemination. Coordination: Provide Administrative support to Project/Business: In support of the Chief Director: Strategy Management Communication (CD: SMC) Unit travel arrangements, manage all logistics associated with workshops, conferences, setting up of meetings through the timely distribution and confirmation of invitations and documents, bookings of suitable venues and organizing of the necessary equipment & other event logistics. Provide assistance with regards to the compilation of programme documents, work plans, slide presentations, spreadsheets. Attend all relevant project meetings. Minute taking, preparation of action logs and distribution thereof using the templates of the CD: SMC. Provide a coordinating role for the Unit during key annual activities such as Flagship Projects, major events, annual budgeting process, development of annual work plans, input for strategy sessions and preparation of documentation. Quality Assurance of documents prior to submission and sign off. Obtain necessary signatures on documents. Contracts administration and process support: Facilitate receipt of contract and service providers’ time sheets and invoices and administer the checking, verification and submission thereof for payment. Assist with the preparation of statistics from time sheets and monthly reports for relevant forums and meetings. Assist with the resolution of resolutions contractual issues. Financial Administration: Collecting and verifying financial source documents received, Prepare request for invoices. Project Financial reconciliation and unit budget reporting, registration of work authorization, liaise with stakeholders/partners, tracking of review and approval process of project documents, maintenance of project master record, confirm project resources, confirm project infrastructure. Client Liaison: Interface with client and project stakeholders as first level support, ensure clients’ needs are addressed, document client information for tracking purposes. Project Information: Updating project plans, risks and issue logs, and project status reports.

**ENQUIRIES**

Kaizer Malakoane Tel No: (012) 315 5442