ANNEXURE E

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
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. NB. Only online applications will be accepted.

CLOSING DATE
30 August 2019 at 12h00 PM.

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 POSTS

POST 29/40
DEPUTY DIRECTOR: PROJECT SUPPORT MUNICIPAL FINANCE IMPROVEMENT PROGRAMME REF NO: G014/2019
Term: 30 Months Fixed Term Contract

SALARY
R733 257 - R863 748 per annum (Level 11) (All-inclusive package)

CENTRE
Pretoria

REQUIREMENTS
Relevant 3-year degree and/or Occupational qualification in Project Management or Business Administration. A minimum of 5-7 years’ experience in the field of Project and/or Programme Management, at least 2 of which at a management level. Experience in the public sector will be added as an advantage. Competencies required; Computer Literacy: Knowledge and ability to use computers and technology efficiently i.e. computer programs such as MSOffice, Internet and Email. 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 Principles. 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. Resource Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitor progress and evaluates outcomes. 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**

Projects Governance Support: Ensure adherence to all MFIP protocols and procedures. Manage the implementation of and compliance to the GTAC project management guidelines templates, methods, practices and approaches to: Project resourcing and contracts management, Project information and documents management, Project learnings communication and knowledge management. Provide support with the coordination of the Programme Steering Committee meetings. Projects Establishment and Resourcing Support: Assist with the finalisation and preparation of projects initiation documents such as client memoranda of agreements, project charters and project terms of reference. Assist GTAC Professional Services Procurement with the sourcing of service providers including: preparation of requests for proposals where required, requesting GTAC PSP to conduct and or conducting GTAC panel searches. Organise the induction of service providers on GTAC project management processes and practices regarding: project document and information management, client relationship management, project work reporting and invoicing. Projects Administration and Budget Support: Manage the administration of project charters and MoAs, manage the processing, quality assurance, uploading, filing and archiving of project documents. Manage the project logistics and arrangements regarding meetings, travel and accommodation, manage the processing, verification and submission of project progress reports, time sheets and invoices. Assist with the updating and maintenance of the project expenditure records and budget and development and submission of project expenditure reports. Assist with all MFIP related financial management enquiries, returns and reports. Projects Knowledge Management: Assist the MFIP with the introduction of maintenance of an information backup and recovery plan, retention of financial information as per prescripts. Project Reporting and Closure Support: Assist with the preparation and submission of project performance and compliance reports. Contribute to and submit inputs for MFIP reporting purposes. Committees and Forums Support: Provide support with the coordination of PT, NT and AGA visits. Provide support with the evaluation and preparation of responses to internal Audit and Audit Committee.

**ENQUIRIES**

Kaizer Malakoane Tel No: (012) 315 5442