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 acceptable.

CLOSING DATE: 13 September 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. 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.

MANAGEMENT ECHELON

POST 31/29: DIRECTOR: KNOWLEDGE MANAGEMENT MUNICIPAL FINANCE IMPROVEMENT PROGRAMME REF NO: G015/2019 (Term: 30 Months Fixed Term Contract)

SALARY: R1 057 326 per annum (Level 13) (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A post graduate degree in Information Systems / Knowledge Management. At least 8-10 years’ experience in knowledge management, information and communication technologies, 5 years at management level. A minimum of 4 years’ experience in public service is required, preferable at local government level. Experience in public finance management reform initiatives / public sector interventions and risk management and business continuity would be an advantage. Competencies required: Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resource management, resources management, employee support services, documentation, and procurement and finance management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refer to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet and email). Includes the ability to learn new applications associated with the business. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and Provincial government within that framework. Legislative Knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions and capacity building. Project Management: Knowledge of the project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work and
DUTIES

MFIP Knowledge and Information Management: Design, establish and enhance the MFIP knowledge management and information (KIM) systems and processes. Manage the knowledge and learnings resulting from the implementation of the MFIP programme, support the capturing and analyses of lessons learnt. KIM Technology enablement implementation, Support & Maintenance: Develop and deploy technology solutions and platforms to enable the MFIP to achieve its strategic and operational objectives. Advise on the maintenance and enhancement of KIM systems deployed on the MFIP.

MFIP Content and Learning Management: Design and oversee the implementation of a content and learning management strategy and plan for the MFIP. Develop content creation systems, procedures and guideline. MFIP strategy, budget, governance and management: Provide inputs to the MFIP Strategic and Annual Performance plans and manage the development, implementation, monitoring and reporting on the programme’s performance indicators and operational plan. Provide advice inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including policies and procedures. Provide inputs on the MFIP Budget, and manage the preparation, compliance and performance monitoring, record keeping and reporting on the programme budget and expenditure. MFIP services research and quality management: Advice on the performance and continuous improvement of MFIP services and service delivery including, researching and benchmarking services against best practices. Advise on the development and continual improvement of methodologies and approaches for the delivery of MFIP services. MFIP stakeholder and client relationships and advice: Establish and maintain stakeholder and client relationships and provide technical advice and support in line with project agreement and as identified. Manage the provision of formal and ad hoc technical advice and support to stakeholders and institutions throughout the MFIP project cycle. MFIP projects management: Manage the development of assigned MFIP advisors work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Manage assigned MFIP project budgets and expenditure including: monitoring and reporting on budget risks and recommending remedial strategies, resolution of financial management enquiries, returns and reports, inclusive of AG communications. Manage the quality assurance of assigned MFIP- KIM projects and quality control of all aspects of KIM work on assigned MFIP- KIM projects. MFIP projects review, reporting and closure: Manage the monitoring, evaluation and reporting on assigned MFIP – KIM projects including: project status reports including narrative on project affairs and progress (monthly and quarterly), project exception reports. Manage the close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries. MFIP capacity development: Provide support with the publishing and distribution of MFIP practice guides and circulars to project client’s partners and technical advisors. Advice on the distribution of knowledge, research and review publications and reports to stakeholders, clients, partners and advisors. Develop and roll-out MFIP programme knowledge and information sharing events and other knowledge dissemination activities.

ENQUIRIES

Kaizer Malakoane Tel No: (012) 315 5442.