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: 18 October 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. Certification should be not older than 3 months from date of application. 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 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 35/31: DEPUTY DIRECTOR: TECHNICAL SUPPORT (MUNICIPAL ADVISORY SUPPORT REF NO: G019/2019 (X2 POSTS)

(Salary: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package))

CENTRE: Pretoria

REQUIREMENTS: A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies required: 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. Project Management; Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. 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. 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. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced. Computer literacy: Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email) Client Service Orientation, Concern for Quality and Order, Integrity/Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.

DUTIES: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local...
government financial affairs in compliance with the Constitution, MFMA and other applicable legislation MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices. Assist with the monitoring, evaluation and reporting on assigned MFIP projects. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents. Report on the performance and continuous improvement of MFIP services and service delivery. Facilitate and coordinate the close-out of projects. MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

ENQUIRIES: Kaizer Malakoane Tel No: (012) 315 5442

POST 35/32: DEPUTY DIRECTOR: TECHNICAL SUPPORT (SUPPLY CHAIN MANAGEMENT) REF NO: G020/2019
(Term: 24 Months Fixed Term Contract)

SALARY: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years’ experience in local government financial management or related field, of which at least 2 of which at junior management level. Experience in the public service is an added advantage.

Competencies required:

- 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. Project Management; Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. 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. 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. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced. Computer literacy: Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email). Client Service Orientation, Concern for Quality and Order, Integrity/ Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.
DUTIES: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents Report on the performance and continuous improvement of MFIP services and service delivery Facilitate and coordinate the close-out of projects MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

ENQUIRIES: Kaizer Malakoane Tel No: (012) 315 5442

POST 35/33: DEPUTY DIRECTOR: TECHNICAL SUPPORT (FINANCIAL RECOVERY SUPPORT) REF NO: G021/2019
( Term: 24 Months Fixed Term Contract)

SALARY: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level Experience in the public service is an added advantage Competencies required: 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. Project Management; Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources 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 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 Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced Computer literacy: Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email) Client Service Orientation, Concern for Quality and Order, Integrity/
Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.

**DUTIES**: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents Report on the performance and continuous improvement of MFIP services and service delivery Facilitate and coordinate the close-out of projects. MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

**ENQUIRIES**: Kaizer Malakoane Tel No: (012) 315 5442

**POST 35/34**: DEPUTY DIRECTOR: TECHNICAL SUPPORT (ASSET MANAGEMENT) REF NO: G022/2019 (Term: 24 Months Fixed Term Contract)

**SALARY**: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level Experience in the public service is an added advantage Competencies required: 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 Project Management; Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources 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 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 Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced. Computer literacy:
Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email) Client Service Orientation, Concern for Quality and Order, Integrity/Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.

**DUTIES**: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation, and reporting on assigned MFIP projects. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents. Report on the performance and continuous improvement of MFIP services and service delivery. Facilitate and coordinate the close-out of projects MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

**ENQUIRIES**: Kaizer Malakoane Tel No: (012) 315 5442

**POST 35/35**: DEPUTY DIRECTOR; TECHNICAL SUPPORT (REVENUE MANAGEMENT AND BUDGETING) REF NO: G023/2019 (Term: 24 Months Fixed Term Contract)

**SALARY**: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies required: 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. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. 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. 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.
Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced. Computer literacy: Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email) Client Service Orientation, Concern for Quality and Order, Integrity/Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.

DUTIES:
To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents. Report on the performance and continuous improvement of MFIP services and service delivery. Facilitate and coordinate the close-out of projects.

MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and advice. Technical assistance and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

ENQUIRIES:
Kaizer Malakoane Tel No: (012) 315 5442

POST 35/36:
DEPUTY DIRECTOR: ACCOUNTING & AUDITING REF NO: G024/2019
(Term: 24 Months Fixed Term Contract)

SALARY: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS:
A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies required: 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. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. 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. 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

Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced

Computer literacy: Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email)

Client Service Orientation, Concern for Quality and Order, Integrity/Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.

**DUTIES**: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation

MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation;

Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered

Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices

Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects

Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents

Report on the performance and continuous improvement of MFIP services and service delivery

Facilitate and coordinate the close-out of projects MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements

Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products

MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required

Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

**ENQUIRIES**: Kaizer Malakoane Tel No: (012) 315 5442

**POST 34/37**: ASSISTANT DIRECTOR: PROJECT SUPPORT (MUNICIPAL FINANCE IMPROVEMENT PROGRAMME IIIX UNIT) REF NO: G026/2019

(Term: 24 Months Fixed Term Contract)

**SALARY**: R376 596 – R443 601 per annum (Level 09) PLUS 37% in lieu of benefits

**CENTRE**: Pretoria

**REQUIREMENTS**:

Graduate Degree (NQF level 7) in Project Administration or Business Administration At least 2-3 years’ experience as a Project Administrator in the public sector 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; 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 Legislative Knowledge: Knowledge of Treasury legislation, specifically the MFMA and PFMA, and regulations and GTAC policies pertaining to public service projects management and reporting 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 resources management, resource management, employee support services, documentation, procurement and financial
management Competencies required: Client Orientation, Effective Communication, Emotional Intelligence: Problem Solving and Analysis.

DUTIES: To provide project administrative and coordination support to MFIP Project Managers and Technical Advisors MFIP Projects Establishment Support: Setup new project document libraries for the recording, uploading, filling and maintenance of project agreements including: project charter and client MoA Project approvals and joint authority and decision-making arrangement. Project risk management plans and any risk mitigation actions and project adjustment. Update, maintain and circulate project contact list as required. MFIP Projects Governance Administration Disseminate MFIP project management guidelines templates, methods, practices and approaches as requested Monitor and report on compliance to report governance standards and controls Implement and maintain project document file plan and tracking system data Assist with the preparation and supply of project documents for auditing purposes MFIP Projects Administration: Provide secretarial and administrative support to project meetings and workshops including: drafting agendas Distributing and confirming invitations Collecting and circulating meeting packs Booking venues and organising equipment and catering as required Taking, distributing and filling minutes Organise and administer project-related travel arrangements and requirements local and international MFIP Projects Information Management and Reporting: Administer the project Tracking System including the registration of projects and financial information and updating of progress Collect, compile, process and file project progress reports and documentation and related information MFIP LTA Contracts administration: Facilitate receipt of LTA time sheets and invoices and administer the checking, verification and submission thereof for payment Assist with the preparation of statistics from LTA time sheets and monthly reports for project meetings Client Liaison: Interface with client departments as first level support, ensure clients’ needs are addressed.

ENQUIRIES: Kaizer Malakoane Tel No: (012) 315 5442.

POST 35/38: TEAM ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME IIIX (MFIP) REF NO: G025/2019 (Term: 24 Months Fixed Term Contract)

SALARY: R257 508 – R303 339 per annum (Level 07) plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: National Senior Certificate (Grade 12) and a recognised diploma or related qualification in Secretarial and/or Office Administration or related field A minimum of 2-3 years in an administrative role, experience in the use of MS Office packages, i.e MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook, strong computer literacy and administration skills, experience in English business writing skills and minute taking, experience in management of logistics relating to meetings, project management skills as well as experience in the public sector will be an added advantage Competencies required: Client Service Orientation, Integrity/ Honesty and Effective Communication skills.

DUTIES: Diary and meetings administration; Administer appointments and meetings schedules including: Setting-up and confirming meetings, updating diaries of Directors, notifying relevant staff members of daily meetings schedule Administer meeting arrangements including: Confirming meeting arrangements including meeting rooms, parking, presentation aids, and catering and refreshments where required, preparing, distributing and processing meeting invitations, directions and agendas, assisting with the compiling and distribution of meeting packs, arranging security and transport for delegates from other government and international institutions. Administer meeting minutes including: Taking, typing up and distributing minutes, following up on decisions arising from meeting, filing and archiving meeting minutes, notes, agenda, and documents Documents and reports assistance and administration; Administer all electronic and hard copy documents such as correspondence, memo’s, agreements, and reports including: Acknowledging receipt of incoming document, noting priority, and tracking required response and/or handling, following up on deadlines for documents for submission Assisting with the preparation and finalisation of documents including: Assisting with the preparation and finalisation of documents including: Taking and/or transcribing dictation and notes and/or sourcing, obtaining and/or downloading
documents as requested (from internet and/or other sources), laying-out and typing up documents and compiling presentations, proof-reading and quality control of documents, effecting necessary changes as requested and finalising documents, noting the distribution, confidentiality and indexing requirements Producing and distributing documents including, and as required: Printing/copying, packaging and faxing/delivering/couriering/posting of hard copies, creating email distribution lists and sending electronic copies Managing the physical and electronic document tracking and filing systems including: Indexing, filing, and archiving of documents, conducting electronic data clean-ups and back-ups, handling, document with utmost discretion, Client, staff and project teams support; Receive and assist external and internal visitors and staff, assisting with the resolution of client and staff requests and queries, working with and /or as part of the technical project teams when needed to provide administrative and secretarial support, assisting Director and/or project manager(s) with the coordination and administration of tasks of relevant projects. Telephonic communications administration: Facilitate and administer telephonic communication including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls, developing and maintaining the MFIP contacts directory, coordinating telephone accounts for Directors and submit to the relevant parties on a monthly basis Office administration: Organise and maintain own and common business unit areas, processing order and monitor office resource and stationery requests and needs receipt and distribution, monitoring report and ensuring equipment and furniture maintenance, cleaning and repairs Travel arrangements and claims administration: Administer local (and international travel arrangements) including booking and ensuring receipt of flight, transport and/or car hire, and accommodation documents and/or reference numbers, assisting with the preparation of travel packs including the itinerary (contact details, venue directions and transport), travel documents (ticket) and travel support (accommodation details, meeting schedule, travel schedule) Follow-up on and organise the preparation and submission of travel reports, and reconcile and organise the requisitioning and reimbursement of subsistence and travel claims.

ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442