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
31 January 2020 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 6 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 POST

POST 02/12  
DEPUTY DIRECTOR: TECHNICAL SUPPORT (ASSET MANAGEMENT) WITHIN MFIP UNIT REF NO: G001/2020  
(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 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 through 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