

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** : 09 December 2022 at 12pm
- 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed and signed Z83 and a detailed Curriculum Vitae. Only Certified copies of qualifications and other relevant documents will be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. 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 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 2 months 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 45/112** : **PROJECT ADMINISTRATOR: JOBS FUND PMU REF NO: G27/2022**
Term: 24 Months Fixed Term Contract
- SALARY** : R331 188 per annum (Level 08), (excluding benefits) PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF Level 6) in Project Management/Administration such as PM BOK, Prince2, Agile and/or related fields, Minimum of 4 years' experience in a similar role or in management consulting. Project Management and MS Project experience will be an added advantage. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). 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. Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy

access and understanding, and that informs and educates the reader regarding the subject.

DUTIES

: The Project Administrator will be responsible to provide administrative support service in order to enable efficient and smooth operations in the Project Management Unit. Diary, meetings administration and telephonic communications: Schedule and administer appointments and meetings including setting-up and confirming appointments and meetings and updating diaries preparing and distributing meetings schedule. Organise meetings and making sure all arrangements are made. Provide secretariat services to meetings. Facilitate and administer telephonic communications. Documents and reports production and administration support: Administer all electronic and hard copy documents such as correspondence, memo's, agreements, and reports. Acknowledging receipt of document, noting priority, and tracking required response and/or handling following up on deadlines for documents for submission maintaining an accurate log of all documents emanating from the unit that require approval. Formatting and typing of documents and compiling presentations. Proof-reading and controlling quality of documents. Effecting necessary changes as requested and finalising documents. Recording the distribution, confidentiality and indexing requirements of documents. Manage the physical and electronic document tracking and filing systems. Travel arrangements and claims administration: Process travel requests including confirming budget, obtaining approvals and making travel, transport and accommodation and security bookings as requested. Prepare travel packs including meetings itinerary and details and travel documents, schedule and details. Client and project teams support: Provide administrative and secretarial support to project teams as required and assist with the coordination and administration of project tasks. Provide procurement support to project teams including processing procurement requests, supporting procurement processes and processing and submitting invoices and claims for payment. Compile and maintain project data Office administration: Record and process requests for stationery and equipment. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs to the relevant parties. Project Management Support: Assist in project planning sessions. Assist with the design of project plans using appropriate software (including MS Project). Provide project management support to relevant staff members.

ENQUIRIES

: Kaizer Malakoane at 066 250 7072 Email: Kaizer.malakoane@gtac.gov.za

POST 45/113

: **TEAM ASSISTANT: JOBS FUND PMU REF NO: G28/2022**
Term: 24 Months Fixed Term Contract

SALARY

: R269 214 per annum (Level 07), (excluding benefits) PSR 44 will apply to candidates appointed in the Salary Level

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma/ Advanced Certificate (NQF Level 6) in Secretarial and/or Office Administration or related field. A minimum of 3-5 years clerical experience. Experience in the public sector will be an added advantage. Competencies required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). 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. Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may diary scheduling,

document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. Integrity/Honesty: To maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy.

DUTIES

: The Team Assistant will be responsible to provide secretarial and administrative support service to the team to enable efficient and smooth operations in the Project Management Unit. Telephonic communications administration: Assist with telephonic communications including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls. Assist with the development and maintenance of the office contacts directory. File telephone accounts. Diary and meetings administration: Provide appointments and meetings support including assisting with setting-up and confirming appointments and meetings and updating diaries preparing and distributing daily meetings schedule. Organise meetings and making sure all arrangements. File and archive meeting minutes, notes, agenda, and documents. Travel support: Assist with travel arrangements including preparing travel packs including meetings itinerary and details and travel documents, schedule and details. Assist with travel reports and travel claims processing and filing. Implement and maintain version control procedures on all portfolio reports and documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the PMU meetings. Ensure /co-ordinate fast and efficient handlings of all correspondence, meeting of deadlines for documents (determine priority and follow up) as it relates to travel. Documents and reports administration: Index, file and maintain all documents including correspondence, memo's, agreements, and report. Assist with the preparation and finalisation of documents. Assist with the compilation and distribution of documents. Assist with the physical and electronic document tracking and filing systems. Office administration: Assist with the processing of stationery and equipment requests. Provide assistance with regards to the compilation of programme documents, work plans, slide presentations, spread sheets. Minute taking, preparation of action logs and distribution thereof using the templates of the Jobs Fund. Development of annual work plans, input for strategy sessions and preparation of documentation. Client and project teams support: Assist with the resolution of client queries Provide administrative and secretarial support to project teams as required. Index, file and maintain project data, documents and records. Jobs Fund Committee Secretarial Support: Provide secretariat services to meetings including preparation of meeting packs. Taking, typing up and distributing minutes. Filing and archiving meeting minutes, notes, agenda, and documents. Making the necessary logistical arrangements for meetings (telephone calls, messages and emails) etc. Project Management Support: Provide administrative and project management support for the Presidential Youth Employment Initiative). Updating risks and issue logs for relevant meetings. Updating project status reports for relevant meetings.

ENQUIRIES

: Kaizer Malakoane at 066 250 7072 Email: Kaizer.malakoane@gtac.gov.za