

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities. 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** : 17 March 2023 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 shortlisted 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 POST

- POST 08/68** : **GOVERNANCE MANAGEMENT SECRETARIAT REF NO: G05/2023**
Term: permanent
Candidates who previously applied for the position are encouraged to re-apply)
- 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 Public Administration and/or related field. A Post Graduate qualification in Corporate Governance, Risk Management, and/or Compliance Management will be an added advantage. A minimum of 3-5 years' relevant experience in the fields of governance committees secretarial support, as well as governance and compliance administrative support environment preferably in the public service. Competencies Required: Writing and Communication – Fluent in English and able to communicate both in writing (email) and verbally (telephone & Teams and/or Zoom) with a high degree of professionalism, etiquette with colleagues across all levels. Accuracy and attention to detail. Ability to maintain appropriate levels of confidentiality. Excellent organizational, communication and good people skills. Excellent report writing skills Computer Literacy: Knowledge and ability to use computers and technology efficiently (MS Office, Internet, email), including the ability to learn new applications associated with the business. Information Management: The ability to gather, prepare, house and share the organizationally relevant information in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Governance and compliance: Knowledge of King Code on Corporate Governance, Public Service Act, Public Finance Management Act, and related regulations. Strong understanding of governance principles and practices. Ability to communicate and maintain governance, risk and compliance policies, processes, and procedures. Ability to monitor legislation utilizing a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of internal policies and procedures. Resource Planning: Knowledge of work organisation, priority setting and resource requirements determination. The ability to determine short or long-term goals and strategies in line with the applicable framework, Coordinate with other organisations or parts of the organisation to accomplish goals, monitor progress, and evaluate outcomes. Ability to work independently and as part of the team. Strong analytical skills and ability to work under pressure.

DUTIES

: Secretariat support to the Governance Committees: Managing the administration of the relevant processes, coordinating the functions of the governance committees, and liaising between the committees and other stakeholders in GTAC. Preparing and controlling various documents, ensuring accuracy, composing, and preparing correspondence, gathering information, and agendas, preparing and circulating meeting minutes to the relevant stakeholders and ensuring that deadlines are met. High level of interaction with EXCO members and senior managers. Control and organise data and documentation to ensure that the information and documentation is effectively captured, stored, updated and is easily accessible. Coordinate the governance committees administrative and logistical requirements. Tracking and updating actions and preparing trend analysis. Governance and Compliance administrative support: Provide administrative support on the development, facilitation, implementation, and monitoring of the GTAC governance framework including the Delegation of Authority and Governance Committees Terms of Reference, and GTAC policies, processes, and procedures. Manage and monitor GTAC statutory and regulatory reporting requirements. Coordinate approval processes and maintain updated registers of GTAC governance documents and policies. Coordinate and support GTAC governance and compliance education and awareness advocacy campaigns. Information Management administrative support: Coordinate the design of internal controls for the collection, preparation, communication and safeguarding of documents including policies and procedures, business processes, guidelines and templates, any other information supporting the management of governance. Provide administrative support on the management and implementation of the KM frameworks including the lodging of KM documents to the Knowledge Hub and other sites as required. Assist in the planning, coordination and implementation of webinars and other capacity development events. Provide administrative support to management in improving information management systems against the applicable best practices. Quality Assurance: Provide overall quality assurance of all governance related information before it is finalized and submitted for approval, work closely with the GRC team to provide quality control on information, tracking dashboards to ensure accuracy and reliability of information. Coordinate the inter-linkages between the different governance committees to avoid overlaps, correspondence, and action plans, and any other area of related quality assurance support as required.

ENQUIRIES

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