

**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 to people with disabilities and reasonable accommodation is provided for persons with disabilities*

- APPLICATIONS** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the [GTAC eRecruitment website](https://erecruitment.gtac.gov.za/erecruitment/)
- CLOSING DATE** : 20 March 2026 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. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 08/281** : **ASSISTANT DIRECTOR: PROJECT SUPPORT (MUNICIPAL FINANCE IMPROVEMENT PROGRAMME) REF NO: G01/2026**  
Term: Subject to assumption of duty date contract end 30 June 2027 (Fixed-Term Contract)
- SALARY CENTRE REQUIREMENTS** : R468 459 – R551 823 per annum (Level 09), Plus 37% in lieu of benefits  
: Pretoria  
: A Degree (NQF level 7) in Project Management and / or Project Administration. At least 2-3 years' experience in Project Management or Project Administration preferably 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. Good comfort level using computer programs and other applications associated with computers (MS Office, Internet, email). 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. 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. 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 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. The term “clients” refers to both internal and external clients. 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.

## **DUTIES**

: To provide project administrative and coordination support to MFIP Project Managers and Technical Advisors. MFIP Projects Establishment Support: Assist with the preparation and administration of project Memorandum of Understanding (MOU's) letters. Assist with the lodging and registration of MFIP projects on the GTAC project register including the capturing of project details, project number and budget codes. Set up project document libraries for the recording and/or uploading and filing and maintenance of project agreements and contracts information and documentation including: project charter and client MoA. Project approvals, and joint authority and decision-making arrangements, project member roles, functions, accountabilities and responsibilities. project schedule, deliverables and timelines, and measurement criteria, project risk management plans and any risk mitigation actions and/or project adjustments and project reports. Update, maintain and circulate project contact lists 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 version control procedures on all project reports and documentation. Conduct and report on quality checks of project document filing plan and tracking system data. Assist with the preparation and supply of project documents for auditing purposes, MFIP projects meetings, travel and correspondence 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 filing minutes. Organise and administer project-related travel arrangements and requirements (local and international). Assist LTAs with the compilation, filing, faxing, copying and binding of documents as requested including, inter alia, tender dossiers, work plans, slide presentations and spread sheets. Assist with the drafting of submissions and preparation of project information and documents as requested. Acknowledge receipt, circulate and administer project correspondence including letters of request. Assist with the obtaining processing and sign-offs of project submissions and documents. Disseminate project information on behalf of project managers, ensuring that all project team members are informed of all project developments. 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. Check, record and compile project performance and compliance reports. Provide project statistics for management and technical meetings. Submit project reports and learnings to MFIP Knowledge Management. 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. Assist with the resolution of LTA contractual issues. Administer the LTA contracts database including filing, tracking, maintenance and updating of contracts as required. Client Liaison: Interface with client departments as first level support, ensure clients' needs are addressed. Document client information for tracking purposes. MFIP LTA panel and contracts administration: Assist with the maintenance and refreshment of the MFIP technical advisor panel.

## **ENQUIRIES**

: Kaizer Malakoane at (066) 250 7072 or [kaizer.malakoane@gtac.gov.za](mailto:kaizer.malakoane@gtac.gov.za)