

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 fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>
- CLOSING DATE** : 27 March 2026 at 12 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need to 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 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 will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. 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. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

- POST 09/79** : **DIRECTOR: KNOWLEDGE MANAGEMENT, GOVERNANCE & COMMUNICATION REF NO: G02/2026**
Term: Permanent
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive). PSR 44 will apply to candidates appointed in the salary level.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree qualification (NQF Level 7) in Public Administration, Business Management, Law, Economics, Development Studies or a related field. Minimum of 10 years relevant experience, of which at least 5 years must be at middle/senior management level, preferably in the public sector. Proven leadership in key stakeholder engagement, and institutional governance. Extensive knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, public sector governance frameworks, performance management systems, and compliance reporting requirements. Demonstrated experience in institutional governance coordination, executive-level reporting, oversight support, strategic planning and risk management. Proven ability to operate within a high-accountability environment supporting executive authority, including preparation of decision-support documentation, strategic submissions and oversight responses. Competencies Required: Strategic Orientation: Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking

calculated risks based on awareness of social, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Policy Development and Management: Knowledge of relevant legislation, the legislative process and public affairs as it pertains to GTAC. Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Financial management: Knowledge, skills, and judgment required to plan, direct, monitor, and control financial resources to achieve strategic objectives effectively and responsibly. 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. 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 lead and manage integrated functions that advance GTAC's strategic partnerships, knowledge management, capacity building, and communications agenda. The role ensures that GTAC effectively collaborates with stakeholders, produces high-quality knowledge products, and strengthens institutional capabilities to support government priorities. Strategic Planning, Performance Monitoring and Compliance: Ensure the approval of the Strategic Processes and compliance-related submissions by the Acting Authority. Facilitate the approval of the AO of strategic, operational, and audit reports required by management and oversight bodies. Develop and manage the strategic, operational and budget plans of the office of the AO. Ensure compliance with applicable legislative frameworks including PFMA, Treasury Regulations, and government communication and knowledge management standards. Remain abreast with the legislation, policies, procedures and processes applicable to the office of the AO. Quality assures the Implementation of systems for quality assurance and continuous improvement across all functions. Coordinate the flow of strategic information between GTAC and key stakeholders, including National Treasury and oversight institutions. Compile, analyse and quality assure executive briefings, submissions, memoranda and decision-support documentation for approval by the AO. Knowledge Management, Research and Capacity Building: Manage special projects as required by the AO. Monitor the learning and development programmes including seminars, workshops, brown bags, and conferences. Communication and Publication Management: Oversee external requests for GTAC information. Give strategic leadership on, and co-ordinate communication with, the media on the portfolio and other activities of the AO. Governance and Institutional Coordination: Provide high-level governance coordination and oversight support to executive governance structures, including EXCO, MANCO and relevant committees. Monitor parliamentary, ministerial and oversight matters affecting statutory responsibilities. Support institutional risk management, governance reporting and alignment of planning, budgeting and performance frameworks within the office of the AO. Provide oversight and coordination support to relevant internal governance structures such as EXCO, MANCO, and project steering committees. Ensure that knowledge and insights generated across programmes inform GTAC governance, planning, and reporting processes. Coordinate the flow of strategic information between GTAC and National Treasury. Ensure that liaison with internal and external roleplayers with regard to matters relating to the portfolio of the AO is done. Co-ordinate and follow up on requests and instructions of the AO to institutions within his/her portfolio. Compile documents and briefing notes as required for the AO. Analyse correspondence and provide executive summary to the AO for decision. Verbally brief and/or ensure that the AO receives documentation and briefing notes for meetings timeously. Establish, implement and maintain efficient and effective communication arrangements with GTAC MANCO and employees. Manage and allocate strategic correspondence received by GTAC to relevant

ENQUIRIES

officials to deal with them. Support institutional alignment with GTAC's mandate and strategic direction. Represent GTAC in strategic and intergovernmental engagements as required.
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