

**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** : 12 June 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 POSTS**

- POST 18/59** : **DEPUTY DIRECTOR: MUNICIPAL SUPPORT REF NO: G06/2026**  
Term: Subject to assumption of duty date contract end 30 June 2027 (Fixed-Term Contract)
- SALARY CENTRE REQUIREMENTS** : R1 101 468 - R1 297 476.per annum all-inclusive package (Level 12)  
: Pretoria  
: A Bachelor's degree (NQF Level 7) in Local Government Finance or 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 management level. Experience in the public service is an added advantage. Competencies Required: 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. Integrity/ Honesty: Contributes 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. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle The term "clients" refers to both internal and external clients. Team Participation: Works cooperatively with others, working together as opposed to working separately or competitively. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. 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). Legislative Knowledge: Deep

knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. 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. 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.

## **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. Develop the terms of reference, formulation of the scope of work and specific objectives for MFIP projects. Develop and implement methodologies and approaches for the delivery of MFIP services. Facilitate and coordinate the identification of procurement, contract and project management risks and development of risk mitigation strategies for MFIP projects. Facilitate and coordinate the procurement, contracting and placement/deployment of MFIP technical advisors to the respective provincial treasuries. Assist with monitoring the capturing and management of MFIP project agreements, contracts and related documentation and data, ensuring that all electronic and hardcopy project files are auditable at all times. 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 advisor's project reports and invoices. Efficiently and effectively utilize the assigned MFIP project budgets and expenditure including assisting with monitoring and reporting on budget risks and recommending remedial strategies. Assist with ensuring the retention of financial information as per prescripts. Assist with monitoring compliance to financial management policies, processes and procedures. Assist with the resolution of financial management enquiries, returns and reports, inclusive of AG communications. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. Facilitate and coordinate the quality assurance of assigned MFIP projects and quality control of all aspects of technical work on assigned MFIP projects. Prepare needs assessments and assist with the scheduling and conducting capacity building sessions on municipal finance related practice guides and circulars for technical advisors as requested. MFIP Projects Monitoring & Evaluation and Close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects including: project status reports on implementation progress (monthly, quarterly and annually). Project exception reports, quarterly project overview reports, annual project status reports including narrative on project progress, project budget reports. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents including: project plans and schedules, project progress reports, project invoices and time sheets, project exception reports (summaries and issues arising), project close-out reports. Assist with preparing and supplying MFIP project information for National Treasury, GTAC, Parliament and other public/private bodies as required from time to time. Report on the performance and continuous improvement of MFIP services and service delivery including: researching and benchmarking performance against best-practices, evaluating performance against stakeholder and business needs, researching and reporting latest trends, assist with providing inputs on the updating legislative and regulatory frameworks, building network groups for reference and benchmarking, and knowledge exchange and sharing. Facilitate and coordinate the close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries. Paper trail documents to enable project auditing. Project

governance and oversight reports. Project findings and learnings to enable communication and publishing. MFIP Knowledge and Information Management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements including the: information back-up and recovery plan. Filing system and business continuity plan. Documents repository and website. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. Provide inputs to the co-development with NT of cross-cutting initiatives, tools and systems for the strengthening of municipal finance management across the sector. Assist with monitoring and ensuring the distribution of municipal finance related knowledge products to project stakeholders, partners and technical advisors. Attend Treasury workshops to ensure that programme inputs are presented on the update of relevant legislative and regulatory frameworks. Facilitate and coordinate the development, implementation and maintenance of municipal financial information databases for assigned projects. 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 throughout the MFIP project cycle. MFIP Programme Management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents. Assist with providing inputs on the MFIP budget, and assist with the preparation, monitoring, record keeping and reporting on the programme budget and expenditure. MFIP programme management: Assist with providing advice and inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including policies and procedures, business processes and systems, guidelines and templates. Provide support during programme audits, including the preparation and availability of documentation and information, and assist with the implementation of corrective measures with regard to audit findings. MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents, Assist with providing inputs on the MFIP budget, and assist with the preparation, monitoring, record keeping and reporting on the programme budget and expenditure, Assist with providing advice and inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including: policies and procedures, business processes and systems, guidelines and templates. Provide support during programme audits, including the preparation and availability of documentation and information, and assist with the implementation of corrective measures with regard to audit findings.

**ENQUIRIES** : Kaizer Malakoane at Tel No: 066 2507072 Email: [Kaizer.malakoane@gtac.gov.za](mailto:Kaizer.malakoane@gtac.gov.za)

**POST 18/60** : **TEAM ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME REF NO: G07/2026**  
Term: Subject to assumption of duty date contract end 30 June 2027 (Fixed-Term Contract)

**SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum plus 37% in lieu of benefits (Level 7)  
: Pretoria  
: A relevant 3-year National Diploma (NQF 6) qualification in Secretarial and/ or Office Administration or related field. A minimum of 2 - 3 years' experience in an administrative support role. Public service experience will be added as an advantage.

**DUTIES** : Diary and meetings administration: Administer appointments and meetings schedules including: Setting-up and confirming meetings, updating diaries of Directors, notifying relevant staff members of daily meetings schedule. Administer meeting arrangements including: Confirming meeting arrangements including meeting rooms, parking, presentation aids, and catering and refreshments where required. Preparing, distributing and processing meeting invitations, directions and agendas. Assisting with the compiling and distribution of meeting packs. Arranging security and transport for delegates from other government and international institutions. Administer

meeting minutes including: Taking, typing up and distributing minutes, following up on decisions arising from meeting, filing and archiving meeting minutes, notes, agenda, and documents. Documents and reports assistance and administration: Administer all electronic and hard copy documents such as correspondence, memo's, agreements, and reports including: Acknowledging receipt of incoming document, noting priority, and tracking required response and/or handling, following up on deadlines for documents for submission. Assist with the preparation and finalisation of documents including: Taking and/or transcribing dictation and notes and/or sourcing, obtaining and/or downloading documents as requested (from internet and/or other sources), laying-out and typing up documents and compiling presentations, proof-reading and quality control of documents, effecting necessary changes as requested and finalising documents, noting the distribution, confidentiality and indexing requirements. Produce and distribute documents including, and as required: Printing / copying, packaging and faxing / delivering / couriering / posting of hard copies, creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including: Indexing, filing, and archiving of documents, conducting electronic data clean-ups and back-ups, handling and document with utmost discretion. Client, staff and project teams support: Receive and assist external and internal visitors and staff. Assist with the resolution of client and staff requests and queries. Work with and /or as part of the technical project teams when needed to provide administrative and secretarial support. Assist Director and/or project manager(s) with the coordination and administration of tasks of relevant projects. Telephonic communications administration: Facilitate and administer telephonic communication including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls. Develop and maintain the MFIP contacts directory. Coordinate telephone accounts for Directors and submit to the relevant parties on a monthly basis. Office administration: Organise and maintain own and common business unit areas. Process, order and monitor office resource and stationery requests and needs receipt and distribution. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs. Travel arrangements and claims administration: Administer local (and international travel arrangements) including booking and ensuring receipt of flight, transport and/or car hire, and accommodation documents and/or reference numbers. Assist with the preparation of travel packs including the itinerary (contact details, venue directions and transport), travel documents (ticket) and travel support (accommodation details, meeting schedule, travel schedule). Follow-up on and organise the preparation and submission of travel reports and reconcile and organise the requisitioning and reimbursement of subsistence and travel claims.

**ENQUIRIES**

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