

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. 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** : 24 July 2026 at 12h00 pm
- NOTE** : Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. 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 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. Shortlisted candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. They 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.

OTHER POST

- POST 24/57** : **GOVERNANCE MANAGEMENT SECRETARIAT REF NO: G09/2026**
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501 per annum (Level 08), plus 37% in lieu of benefits
: Pretoria
: A relevant 3-year National Diploma (NQF 6) qualification in Public Administration and/or Office Administration or related qualification in fields of Corporate Governance. A minimum of 3 - 5 years' experience in secretariat, governance, office administration or operational support. Experience in coordinating administrative processes, records management, meeting and event logistics, contract administration and related internal submissions. Experience in providing support within a governance, compliance, performance reporting or project-coordination environment will be an advantage. Experience in the Public Service or a public-sector environment.
- DUTIES** : Secretariat support to the Governance Committees: Schedule and administer arrangements for the GTAC's governance structures (MANCO, OMM and Risk Management Committee) meetings. Provide administrative support to Committee meetings including: Preparation of agendas and information packs. Drafting of general correspondence and communications sourcing and/or preparation and circulation of documents as requested. Provide secretariat support services to GTAC governance structures (MANCO, OMM and Risk Management Committee) meetings including: Record, prepare and circulate minutes of discussion and decisions. Provide quality assurance and analysis of action minutes to track progress of delivery, quality assurance of governance dashboards as part of support to ERM task team. Assist with the communication of Committee decisions and requests to relevant staff, facilitate replies to requests, and monitor and report on the implementation of decisions. Maintain formal Committee records for audit purposes. Governance and Compliance framework administrative support: Provide administrative support on the development, facilitation and monitoring the implementation of the GTAC governance framework including the: GTAC constitution, GTAC delegation of authority and delegations register, GTAC operational policies and policies register, GTAC audit schedule, GTAC statutory and regulatory

reporting schedule, GTAC records keeping policy, records management and PAIA compliance, GTAC agreements risk management, GTAC fraud and corruption prevention policy and plan, GTAC risk management plan and risk register. Coordinate approvals, register GTAC operational policies, and maintain and update the GTAC Policies Register. Maintain, monitor and report on the implementation of and compliance to the GTAC Delegation of Authority. Implement and maintain filing and document management plan for GTAC records. Management of information for governance, performance and systems administrative support: Provide administrative support on the establishment and management of the governance frameworks and internal controls for the collation, preparation and communication of resources including: policies and procedures, business processes, guidelines and templates, any other information supporting the management of governance information. Provide administrative support on the implementation, compliance and relevance of the KM frameworks and internal controls including the: lodging of documents on the GTAC policy management system. Develop inputs for information guidelines on governance and compliance policies. GTAC Quality Assurance coordination and facilitation: Provide overall quality assurance of all governance related. Coordinate and provide leadership on the inter-linkages between OMM, RMC and MANCO correspondence and action plans. Any other area of related quality assurance support as required. Unit Administration and Operational Support: Coordinate the Unit's human capital, financial, contractual and general administrative processes, including timesheets, disbursements, contract administration, records management, internal submissions, meeting and event logistics, travel arrangements and related administrative support. Support the identification, monitoring and reporting of operational risks affecting Unit performance, including follow-up on agreed mitigation actions. Provide administrative and coordination support to partnerships and donor-funded projects, including stakeholder engagements, project documentation, reporting and records management. Performance, Statutory Reporting and Client Service Support: Provide administrative coordination, verification and quality assurance support for organisational performance information and statutory reporting processes, including EQPRS, quarterly reports and Ministerial reports. Support the administration and analysis of client satisfaction surveys and the monitoring of service-improvement actions arising from stakeholder feedback.

ENQUIRIES

: Kaizer Malakoane at 066 2507072 Email: Kaizer.malakoane@gtac.gov.za