ANNEXURE G

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

APPLICATIONS	:	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	:	11 December 2026, at 12 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. Applications: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. 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.

OTHER POST

POST 43/76	:	**PROJECT ADMINISTRATOR REF NO: G018/2026** Term: 24 Months Fixed Term Contract
SALARY	:	R487 197 - R573 897 per annum (Level 09), plus 37% in lieu of benefits
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor's Degree/ Advanced Diploma/ BTech (NQF Level 7) in Accounting, Commerce, Business or Business Administration, Project Management, Development Studies or a related field. A qualification in project management or project administration will be an advantage. Minimum 4-6 years' experience in a similar role, covering professional/executive minute-taking; company secretarial and governance support; project management support using relevant software such as MS Project; administrative support, including travel arrangements, document preparation and management; copy editing; and presentation software such as PowerPoint. Experience in using AI tools to improve administrative processes and document quality will be an advantage.
DUTIES	:	Provide project management and administrative support services to the team to enable efficient and smooth operations. Project Management Support: Assist in project planning, execution and monitoring, including leading project planning sessions; design project plans using appropriate software, including MS Project; manage project progress and adapt work as required; track project deliverables to ensure that deadlines are met; conduct project reviews and prepare detailed reports for executive staff; optimise and improve project management processes and the overall approach where necessary; oversee all incoming and outgoing project documentation; design risk mitigation plans for effective project administration; manage relationships with clients and stakeholders; and coordinate staff and internal resources. Diary, Meetings Administration and Telephonic Communications: Schedule and administer appointments and meetings, set up and confirm appointments, update diaries, and prepare and distribute meeting schedules. Organise meetings by booking meeting rooms, parking, presentation aids, catering and refreshments where

required; schedule meetings on MS Teams or Zoom, as applicable; prepare, distribute and process meeting invitations, directions and agendas; assist with compiling and distributing hard-copy and/or electronic meeting packs; arrange security and transport for delegates from other governments and international institutions, where applicable; facilitate office access and receive and assist external and internal visitors and staff. Provide secretariat services, including drafting and distributing minutes; following up on decisions arising from meetings; filing and archiving minutes, notes, agendas and related documents; undertaking professional/executive minute-taking at various committees, including the Investment and Technical Evaluation Committees; facilitating company secretarial and/or governance aspects of committee structures; ensuring compliance with relevant governance requirements; and quality assuring hard-copy and electronic meeting packs. Administer telephonic communications by answering and screening incoming calls, maintaining records of outgoing calls where applicable, developing and maintaining an office contact list/directory, and coordinating and submitting telephone accounts to the relevant parties monthly. Document Management, Records Keeping, Reports Production and Administration Support: Administer and quality assure electronic and hard-copy documents, including correspondence, memoranda, agreements and reports. Acknowledge receipt of documents, note their priority and track required responses and/or handling; follow up on submission deadlines; and maintain an accurate log of documents emanating from the unit that require approval. Assist with preparing and finalising documents by taking and/or transcribing dictation and notes; sourcing, obtaining and/or downloading documents from the internet and other sources as requested; formatting and typing documents and compiling presentations; proofreading and quality-controlling documents; making requested changes and finalising documents; and recording document distribution, confidentiality and indexing requirements. Produce and distribute documents, including printing, copying, packaging, faxing, delivering, couriering or posting hard copies; create email distribution lists and send electronic copies. Manage physical and electronic document tracking and filing systems by opening and creating files; indexing, filing and archiving documents; updating and maintaining the integrity of RACI folders; conducting electronic data clean-ups and backups; and handling documents with discretion and confidentiality. Travel Arrangements and Claims Administration: Process travel requests, including confirming budgets, obtaining approvals and making travel, transport, accommodation and security bookings as requested; prepare travel packs containing meeting itineraries, details, travel documents and schedules; and process and administer travel reports and travel claims, including reconciling and organising the requisitioning and reimbursement of subsistence and travel claims. Office Administration: Record and process stationery and equipment requests, obtain equipment approval and submit requests to the relevant parties; assess stationery needs, distribute stationery and reconcile stationery monthly; and monitor, report and ensure that equipment and furniture maintenance, cleaning and repairs are referred to the relevant parties. Client and Project Team Support: Provide general programme information and assist with resolving client queries; provide administrative and secretarial support to project teams as required and assist with coordinating and administering project tasks; compile and maintain project data; and provide procurement support to project teams, including processing procurement requests, supporting procurement processes, and processing and submitting invoices and claims for payment.

HR ENQUIRIES : Kaizer Malakoane at 066 250 7072