



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## **ECONOMIC POLICY DIVISION**

### **DEPUTY DIRECTOR: STAKEHOLDER ENGAGEMENT**

#### **2 YEARS FIXED TERM CONTRACT**

**Remuneration Package R 733,257.00 per annum (Including. benefits)**

**Reference: (Ref. S024/2020)**

#### **Pretoria**

**The incumbent will be required to:** To support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of National Treasury. The current identified primary responsibility is to fulfil the secretariat and support functions for the Presidential Economic Advisory Council (PEAC), to ensure all administrative functions to support the PEAC are successfully completed and to provide technical and administrative support for NT in other fora engagements.

**Qualifications and Requirements:** Degree in Economics/ General Management. • 3-4 years' experience in Office administration and a stakeholder management area. • Knowledge of intermediate economic concepts. • Knowledge and experience of stakeholder management. • Knowledge and experience of administration with report writing skills, and financial management skills important.

**Some key Outputs include: Administrative support:** Draft travel submissions and make travel arrangements for identified external stakeholders. • Event organisation including catering and venues, as well as technology solutions for meetings such as video and teleconferencing. • Manage the diaries of the different stakeholder forums and cross

---

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the position on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

reference with MoF and NT senior management availability. • Effective communication with high level external and internal stakeholders that enhances the reputation of the National Treasury. • Draft correspondence/ memos. • Pre-emptively check what is happening on agendas, alert managers to key issues that may be developing / outstanding items from previous minutes in good time. • Follow up on all outstanding agenda items with responsible parties to ensure timely submission and escalate to manager should submissions fail to come through. **Information management:** Collect and co-ordinate information for manager. • Prepare draft Agenda's, minutes and records for stakeholder forums with input from manager with sufficient understanding of the economic concepts being discussed to be able to effectively communicate these concepts in minutes and agendas. • Manage an effective database to keep records for the Stakeholder forums inputs and outputs and related information; ensuring the effective knowledge management of PEAC and other forums. **Project management:** Input into the drafting of project plans for identified stakeholder forums. • Report on responsible actions within the project plan. • Execute work within approved policies, procedures and service level agreements. **Financial Management:** Prepare draft annual budget and procurement plan for directorate • Ensure prudent management of funds through budget projections and monitoring of actual expenditure • Analyse and advise on quotations for procurement of goods and service.

Applications may be sent via e-mail to [Recruit.EP@treasury.gov.za](mailto:Recruit.EP@treasury.gov.za)

**Closing date:** 9 March 2020 at 12:00 pm

**Please note: We only accept applications sent via email to the above-mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.**

**Please also ensure that you read the full advert for guidance on how to send your applications.**

For further information regarding the positions please visit our careers page:

<http://www.treasury.gov.za/careers/default.aspx> or contact Human Resources on 012 315 5100

---

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. **Please forward your application, quoting the relevant reference number and the name of the position on the subject line of the email, to the e-mail address mentioned.**

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.