



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

ECONOMIC POLICY DIVISION

DIRECTOR: STAKEHOLDER ENGAGEMENT AND SECRETARIAT FUNCTIONS

2 YEARS FIXED TERM CONTRACT

Remuneration Package: R1,057,326.00 per annum (Including. benefits)

Reference: (Ref. S023/2020)

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/ Econometrics. • A minimum 5 years' experience at a middle management level (Deputy Director) in economic policy analysis • Knowledge and experience in stakeholder management • Knowledge of the different research engines, analysis and the ability to interpret economic policy outcomes.

Some key Outputs include: Support and Build strong stakeholder relations: Co-ordinate and provide technical input for stakeholder forums. • Provide timely and strategic guidance and advice on Treasury input to stakeholder forums, in particular the PEAC and its relation to National Treasury, and actively engage across the division and

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

department to ensure that intelligence from the PEAC is incorporated into work programs on an ongoing basis. • Plan and manage databases related to stakeholder forums. • Draft speaking & briefing notes, memos and speeches for the Deputy-Director-General, Director-General, Deputy Minister and Minister for use in stakeholder forums that reflect strategic priorities and needs of the Treasury. • Develop National Treasury positions on policy matters discussed in stakeholder forums and consult within National Treasury in order to ensure that these positions are supported. • Represent National Treasury at identified external stakeholder meetings, in particular the PEAC. • Identify and build strong interpersonal relations with key individuals in the Treasury, Presidency and PEAC to facilitate better engagements. **Policy advice:** Prepare and/or oversee the preparation of speaking & briefing notes, memos and speeches based on policy-relevant issues discussed at stakeholder forums for use by DDG, DG and Minister on other platforms. • Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders in general. • Draft documents for consultation with stakeholders. **Programme and Project management:** Prepare project plans for identified stakeholder forums, clearly demarcating the required NT inputs and the strategic value thereof. • Monitor and report on project plans. • Ensure effective knowledge management by keeping all information on a shared drive, including strategy documents and meeting minutes, agendas etc • Develop policies, procedures and service level agreements in line with mandates. May include the development of a travel policy for PEAC members and an SLA between the presidency and the secretariat. **Budget & MTBPS:** Manage & coordinate team assumptions process • Manage and/or provide inputs into Chapter 2 of Budget Review and MTBPS based on stakeholder forum intelligence • Assist with number checking, proof reading and Q&A. **Human resource & Financial Management:** Prepare an annual budget and procurement plan for stakeholder forums where Treasury have secretariat responsibilities • Plan & drive directorate research agenda based on stakeholder forums' needs • Plan directorate training schedule • Ensure prudent management of funds.

Applications may be sent via e-mail to Recruit.EP@treasury.gov.za

Closing date: 9 March 2020 at 12:00 pm

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

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.