

**HEAD OF THE PROJECT MANAGEMENT UNIT**  
**MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP)**  
**Three (3) year fixed term contract**  
**Ref (G001/2017)**  
**Salary: R1,068,564 – R1,277,610.00 per annum (All-inclusive package)**  
**PRETORIA**

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**Purpose:**

To provide the overall strategic leadership, oversight, management and support required for the successful implementation of the Municipal Finance Improvement Programme. To determine, plan and prepare the overall work programme; manage the budget; formulate the scope of work and specific project objectives; and to manage, monitor and evaluate the performance of all resources, policy and programme implementation.

**The Head of the PMU will be responsible for:**

- The overall management and monitoring of the MFIP III senior, provincial and municipal advisors, specialists and service providers;
- Overall technical advice and quality assurance;
- Development of programme work plans and reporting structures;
- Assist in contributing towards the financial viability and sustainability of local government;
- Assist in contributing towards improved capacity of provincial treasuries and municipalities to implement the MFMA and replicate the processes institutionalized by the National Treasury;
- Determine, plan and prepare the overall work programme;
- Maintain overall operational control of programme activities;
- Undertake periodic programme reporting, evaluation and monitoring as required;
- Assist in providing input into NT strategic and corporate documents and assist in development of best practice guides and circulars;
- Develop terms of reference for programme projects as required;
- Serve on recruitment panels for contracting of technical advisors;
- Manage a large team of long and short-term technical advisors in the Programme Management Unit in Pretoria, as well as regional locations (in the case of provincial and municipal support);
- Supervise, co-ordinate and provide quality control for all aspects of the programme's technical work;
- Support stakeholders with technical advice through formal programme structures– as well as addressing ad hoc support needs;
- Organize and oversee all administrative, financial and logistical aspects of the programme
- Monitor and evaluate the performance of all PMU members to ensure that outputs specified are delivered;
- Review studies and reports and provide guidance in the development of programme reports and studies;
- Reporting on the MFIP III Budget; and
- Any other ancillary activities to assist the GTAC senior manager responsible for the MFIP III programme.

**Requirements:** • A relevant NQF level 7 qualification. • A postgraduate qualification will be advantageous. At least 10 years' experience in public sector of which 5 years' experience in developing and implementing public finance management reform initiatives, preferably within local government in South Africa. The applicant should have at least 5 years' supervisory or management experience.

Specific experience includes but is not limited to: • public sector interventions, • financial recovery planning, financial management, • revenue and expenditure controls, • revenue collection, • infrastructure and asset management, • supply chain management, budgeting, • reporting, • internal audit, • risk management and business continuity planning. The candidate must have the ability to work as a team member; impart knowledge, transfer skills and build capacity of individuals; good interpersonal skills; high level of written and verbal communications skills.

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The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and people with disabilities. Only South African Citizens need apply. Applications should be accompanied by a duly completed Application for Employment (Z83), comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: GTAC, e-mail address: [recruit@gtac.gov.za](mailto:recruit@gtac.gov.za) or hand deliver to National Treasury reception at 240 Madiba Street, Pretoria. Closing date is Monday, 23 January 2017 at 12h00, *no late applications will be accepted*.

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. 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 GTAC within one (1) month of the closing date, please regard your application as unsuccessful.*

