

KNOWLEDGE MANAGEMENT SPECIALIST
MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP)
Three (3) year fixed term contract
Ref (G004/2017)
Salary: R898,743 – R1,058,691.00 per annum (All-inclusive package)
PRETORIA

Purpose:

To promote and embed knowledge management in the MFIP through: designing and implementing effective knowledge management systems to support MFIP; operationalising knowledge and information sharing for improved municipal finance management; strengthening information links and communication between stakeholders; and promoting collaboration, learning and sharing.

The Knowledge Management Specialist will be responsible for:

- Designing and implementing effective knowledge management systems to support MFIP;
- Operationalising knowledge and information sharing for improved municipal finance management;
- Strengthening information links and communication between stakeholders;
- Promoting collaboration, learning and sharing.
- Developing of revenue protection/enhancement tools and processes and monitoring the implementation there-off in identified municipalities;
- Design and implement effective knowledge and information management systems to support MFIP;
- Provide leadership and hands on technical support to the MFIP and Capacity Building teams to operationalise knowledge and information management for improved municipal finance management;
- Provide hands on technical support and advice on innovative approaches in knowledge and information management for municipal finance management practitioners;
- Brief MFIP coordinating team and advisors prior to field missions on the messages they should disseminate while on mission and the information required to be brought back from mission in the interests of consistent and quality controlled knowledge and information management;
- Establish knowledge and information management systems for MFIP and for the Capacity Building Chief Directorate as a whole;
- Coordinate and provide hands on technical support for knowledge and information sharing events for the MFIP programme;
- Coordinate and provide hands on technical support for the establishment and effective operation of communities of practice and learning networks for public finance management practitioners;
- Undertake periodic programme reporting, evaluation and monitoring for knowledge and information management as required;
- Assist in providing input into NT strategic and corporate documents and assist in development of best practice guides and circulars in the technical field of knowledge and information management; and
- Monitor and evaluate the performance and impact of knowledge and information management systems and practice and assist the MFIP and Capacity Building teams to maximize performance in this regard.

Requirements: • A relevant NQF level 7 qualification. Five (5) years responsible/accountable for knowledge and information management for an organisation or programme in the public or private sector. Must have hands on experience with web-site maintenance, graphic design tools and publication tools. Must have experience in liaising with high level stakeholders. Knowledge of current international good practice in the field of knowledge and information management which can include public relations, communications, information management, change management, monitoring and evaluation; and stakeholder relations management, amongst others. The person 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; demonstrated

skills in knowledge and information management, graphic design, website design, and publication tools; and ability to manage stakeholders and stakeholder engagements.

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 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

