

DEPUTY DIRECTOR: PROJECT SUPPORT
MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP)
Three (3) year fixed term contract
Ref (G005/2017)
Salary: R612,822.00 – R721,898.00 per annum (All-inclusive package)
PRETORIA

Purpose

To manage the efficient and compliant implementation and administration of the Municipal Finance Improvement Programme.

Key outputs:

MFIP projects governance management

Manage the implementation of and compliance to the MFIP project management guidelines templates, methods, practices.

MFIP projects planning and initiation support

Collaborate on and support the planning of MFIP projects;

Assist with the finalisation and preparation of project initiation documents including client memoranda of agreements, project charters, and service providers' terms of reference; and

Monitor and check on the administration of project agreement documentation

MFIP projects capacitation and resourcing

Assist Professional Services Procurement with the sourcing of providers including preparation of requests for proposals (RFPs) and conducting of MFIP panel searches;

Manage the induction of providers on MFIP project management processes and practices regarding project document and information management;

Facilitate client relationship management; and

Ensure timeous and accurate project work reporting and invoicing.

MFIP service provider contracts management

Upload and register service provider project deliverables and delivery schedules;

Monitor and evaluate services rendered and deliverables against contract stipulations;

Monitor and report on contract issues and, as approved and required, implement, contract risk mitigation processes and discrete project budget adjustments; and

Prepare and submit contract close-out reports on submission of final deliverables

MFIP projects administration and budget support

Establish and implement MFIP project governance controls across all project cycle stages including planning, implementation and post evaluation;

Develop, upload and maintain project plans, schedules, and deliverables;

Manage the project logistics and arrangements regarding meetings, travel and accommodation where required;

Assist with the processing and submission of project progress reports, time sheets, and invoices;

Assist with the updating and maintenance of the project expenditure records and budget, and development and submission of project expenditure reports.

MFIP support on project (s) reporting

Assist with the preparation and submission of project performance and compliance reports including;

Project status reports with narratives on project affairs and progress (monthly and quarterly), project exception reports, quarterly project overview reports, annual project status reports including narrative reports on on APP progress, and project budget reports.

MFIP projects documentation administration

Manage the processing, quality assurance, uploading, filing, and archiving of all relevant project documentation.

MFIP projects closure administration

Manage the administrative close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries, paper trail documents to enable project auditing, project findings and learnings to enable communication and publishing.

Requirements: • A relevant graduate degree or occupational qualification in project management or business administration with a specialisation in project contract management and/or project compliance management or other related field an advantage. A minimum of 5 - 7 years' experience in the fields of project and/or programme management, at least 2 of which at a management level. Experience in public service an advantage. • Excellent interpersonal communication skills • Understanding of the Public Sector and knowledge of appropriate legislations and regulations • Excellent report writing skills.

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 as unsuccessful.

