

TEAM ASSISTANT (x2)

Ref (G007/2017)

**Salary: R211,194.00 per annum (basic salary, excluding benefits)
Transaction Advisory Services and PPP Unit (x1)
Public Expenditure and Policy Analysis Unit (x1)**

PRETORIA

Purpose:

Provide administrative and secretarial support service to facilitate smooth administrative operations for the Unit.

Key Outputs:

It will be expected from the successful candidate to provide:

Secretarial Support Service

- Maintain the manager's diary and manage appointments;
- Manage electronic document tracking system;
- Do all typing/word processing, faxing & photocopying for the managers;
- Assist managers in compiling presentations;
- Arrange meetings (conference rooms, documentation, parking, logistics, resources), and take minutes during meetings;
- Manage Travel Arrangements (including programs, logistics, security and transport for delegates from other government and international institutions as well as overseas trips);
- Answer and screen telephone calls; and
- Acknowledge receipt of correspondence.

Administrative Support

- Finalise submission documentation and effect necessary changes when requested to do so by managers;
- Manage filing system for managers;
- Ensure/ Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up);
- Assist managers with the preparation, proof-reading and quality control of documents emanating from the office;
- Assist managers with the co-ordination and admin tasks of relevant projects;
- Work with and /or as part of the technical project teams when needed to provide administrative and secretarial support;
- Perform and ensure timely reconciliation of subsistence and travel claims for managers;
- Arrange protocol and VIP protection for all officials from international organisations and foreign governments, where applicable;
- Handle confidential document with utmost discretion;
- Download documents from the internet upon request; and
- Handle all invoices and claims.

Budget Assistance

- Prepare budget requirements and travelling for managers and ensure that they are included in the budget of the Branch;
- Confirm availability of funds to operate within budget limit;
- Perform procurement administrative functions;
- Coordinate telephone accounts and submit to the relevant parties on a monthly basis; and
- Keep accurate records and reconcile stationary on a monthly basis.

Requirements

To be considered for this position, the applicant must have a completed National Senior Certificate (Grade 12) certificate, studying towards obtaining a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration, or in a relevant field would be an advantage • Experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook • A minimum of 2 years relevant administrative and/or secretarial experience • Strong computer literacy and administration skills • Experience in English business writing skills and minute taking • Experience in management of logistics relating to meetings • Project Management skills will be an added advantage.

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.

