



**national treasury**  
Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## **PUBLIC FINANCE DIVISION**

### **PROGRAMME COORDINATOR**

**Remuneration Package R316,791.00 per annum (Excl. benefits)**

**Reference: (Ref. S047/2020)**

**Pretoria**

**The incumbent will be required to:** Coordinate and render an administrative support services to the Economic Services chief directorate.

**Qualifications and experience requirements:** A minimum National Diploma/ Degree Public Administration/ Business Management/ Project Management • A minimum of 2 years' experience obtained in an office administrative environment • Knowledge of the PFMA and Treasury Regulations • Knowledge and exposure to the budget coordination processes • Knowledge of the analysis and interpretation of internal policies for the correct application thereof.

**Some key outputs include: Integrated CD Business Support:** Co-ordinate and perform quality assurance on processes pertaining to all in-coming and out-going memoranda for service enhancement and standardisation • Develop and maintain a filing system for record and audit purposes • Initiate the integration of all business units within Economic Services to monitor the effectiveness of service delivery and propose improvement where necessary • Administer leave centrally within the Economic Services business sphere and update the leave register for verification • Assist with the monitoring of all procurement and administrative initiatives and verify alignment of claims and invoices • Draft memoranda and record all on an electronic filing system for record purposes and editing where required **CD Business Support:** Acknowledge and confirm meetings, invitations to workshops and co-ordinate and assist business units to attain their outputs • Provide inputs to the compilation of agendas, taking minutes, and follow-up on required outstanding commitments from business units within Economic Services • Administer all duties with utmost discretion

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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 in pdf format and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full 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 consider. 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.



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in the execution of confidential matters and converse with clients in utmost diplomacy **Stakeholder Relations and Engagement:** Engage internal clients on the coordination and enhancement of the integration of dual processes for execution within Economic Services • Attend to clients' needs, address concerns and complains timeously, to improvement relations with stakeholders, and obtain their trust in Economic Services' service offerings • Analyse quotations for the attainment of the most effective and efficient procurement of goods and services and advise accordingly **Budget Co-ordination:** Assist and prepare relevant documentation pertaining to the consolidated budgetary inputs in compliance with the MTEF requirements and cycle • Monitor expenditure against commitments and sensitise on possible on over spending • Initiate the movement of funds between items after consultation with relevant stakeholders and compile relevant papers for execution.

Applications may be sent via e-mail to [Recruit.PF@treasury.gov.za](mailto:Recruit.PF@treasury.gov.za)

**Closing date:** 14 April 2020 at 12:00pm

***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 follow the voice prompts and press number 2.

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