



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Office of the Accountant-General Division

Project Coordinator: Public Financial Management Capacity Development

4-Year Contract

Remuneration Package R1,005,063.00 per annum (All-incl.)

Reference: (Ref. S078/2018)

Pretoria

The incumbent will be required to: Coordinate and manage all capacity development projects that fall under the Public Financial Management Capacity Development Programme for Improved Service Delivery, funded by the European Union.

Qualifications and experience requirements: A degree in Business Administration, Public Administration, Project Management, or PFM or equivalent as recognised by SAQA • A minimum of 5 years' experience at a middle management level in project management and managing of various projects or programmes • Experience in managing international donor funded programmes • Proven experience in project financial management • Thorough understanding of PFM challenges in all spheres of government • Demonstrated research and/or report writing skills • Experience in Monitoring and Evaluation and managing stakeholder relationships with international donors • Extensive experience with Microsoft Project management, Word, PowerPoint and Publisher will be an added advantage, as well as excellent analytical and organizational skills.

Some key outputs include: Policy Development and Design: Develop policies and procedures required for programme implementation • Develop quality assurance standards, norms and all relevant policies and processes related to the programme • Prepare periodic narrative progress reports and financial reports in relation to the programme • Develop and publish communications and promotional materials for distribution such as newsletters and brochures • Identify gaps and best practices in the implementation of the programme **Programme**

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 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: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned. Kindly note: applications that are not accompanied by a fully completed Z83 will not be considered including late applications.

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.

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 National Treasury within 1 month of the closing date, please regard your application as unsuccessful.



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Implementation: Develop and schedule work plans in accordance with specifications and funding confinements • Prepare and quality assure all substantive technical reports, briefs and required documents • Oversee and coordinate programme operations • Establish and manage the Project Steering Committee • Develop tools to track and monitor projects • Coordinate projects in conjunction with stakeholders to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications • Coordinate and oversee the outputs of project experts and consultants • Implement an early recognition or warning mechanism for risks identification and the smooth management of projects

Financial Management and Audit: Ensure that the project activities are budgeted for • Facilitate the procurement and appointment of service providers for PFM capacity development projects in line with prescribed Supply Chain Management processes and procedures • Coordinate service providers appointed for various capacity development projects • Develop and oversee the implementation of an open and transparent donor fund process • Prepare programme financial management reports • Assist with internal and external audits

Monitoring and Evaluation: Develop a Monitoring and Evaluation Framework for the programme • Managing the Monitoring and evaluation of programme effectiveness • Conduct field visits to coordinate and monitor field level processes of the project appropriation action plan in consultation with stakeholders • Report regularly, verbally and in writing to stakeholders on the progress of the project implementation and challenges encountered highlighting constraints and proposed solutions to resolve the issue • Establish information and feedback mechanisms within targeted communities including a specific system to deal with beneficiary complaints/constraints • Analyse key project issues (including intervention priorities definition) and provide key recommendations on activities and action plan • Systematically evaluate the quality of project outcomes and provide recommendations for their improvement or their modification in order to ensure quality standards are met

Stakeholder Management and Liaison: Develop a Stakeholder Management Framework for the programme • Foster, develop and maintain strong partnership relationships and regular contact with several stakeholders to support programme implementation • Foster, develop and maintain partnership relationships with national partners and local communities to assess the effectiveness of current projects and to identify possibilities for new projects • Address all stakeholder queries related to projects implemented.

Applications may be sent via e-mail to recruit.oag@treasury.gov.za closing date: 18 December 2018 at 12:00.

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For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Caroline Modibane on 012 315 5092.

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