



CONTINUOUS CAPACITY BUILDING PROGRAMME IN PUBLIC FINANCIAL MANAGEMENT

The National Treasury has received funding from the European Commission for the Continuous Capacity Building Programme for Financial Management Programme. This programme entails a multiplicity of projects aimed at improving public financial management policy and practice across all three spheres of government. It will seek to appoint a number of technical experts on various PFM capacity development projects, such as on-site technical assistance, education and training solutions, organizational design and human resource management support. Given the scope and complexity of the programme, National Treasury is seeking to strengthen the Programme Coordinating Unit with the following two **(2) year contract appointment**.

PROJECT COORDINATOR: PUBLIC FINANCIAL MANAGEMENT

The Project Coordinator will coordinate and manage all capacity building projects related to the broader programme.

Salary From: R864 177 per annum (All-inclusive remuneration package) Ref. S013/2016 Pretoria

Key responsibilities:

- Develop policies and procedures required for programme implementation;
- Facilitate the procurement and appointment of service providers for PFM capacity development projects in line with prescribed Supply Chain Management processes;
- Coordinate and manage consultants that are appointed for related sub- projects;
- Develop and schedule work plans in accordance with specifications and funding limitations;
- Coordinate and supervise the activities of programme staff and consultants;
- Timely preparation and quality control of all substantive technical reports, briefs and documents;
- Oversee and coordinate daily operations and activities;
- Coordinate activities of projects with beneficiaries to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications;
- Prepare periodic narrative and financial reports of programme activities and progress;
- Monitor and evaluate programme effectiveness to develop improved methods and/or take appropriate corrective action;
- Develop and publish communications and promotional material;
- Conduct field visits to supervise, coordinate and monitor field level activities of the project:
- Design, development and implementation of knowledge and information management;
- Design, development and implementation of monitoring and evaluation models, frameworks and tools; and
- Interact and liaise effectively with all relevant stakeholders;

Expertise required:

- A post-graduate qualification in Public Administration, Project Management, or in a field related to the assignment. A Master's degree in the field will be an added advantage;
- 6-8 years' experience in project management and/or project coordination;
- Proven experience in project financial management;
- Demonstrated research and/or report writing skills.
- Extensive experience with Microsoft Project Office, MS Word, and MS PowerPoint;

- Experience in monitoring & evaluation will be advantageous;
 - Experience in knowledge management will be advantageous; and
 - Experience working on donor funded programmes will be an advantage.
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Closing date: 22 February 2016 at 12:00. No late applications will be accepted.

The National Treasury is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are accessible to disabled persons.

Only applications accompanied by a completed Z83 form will be considered with a comprehensive CV and copy of the ID. Certified copies of qualifications will only be requested and accepted from shortlisted candidates. 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.

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 e-mail: recruit.oag@treasury.gov.za

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.