

## Budget Office

### Senior Policy Analyst: Knowledge Management and Research (S044/2015)

Pretoria

**Salary: R569 538.00 per annum (all – inclusive)**

**Purpose:** To support the management of Development Cooperation (DC) to the South African Government, and promotion of sound coordination and management across all the sectors/clusters of government.

**Requirements:** An appropriate Degree or diploma in the Economic and Management sciences, Social sciences and development studies • 3-5 years relevant experience in a portfolio or related environment • Knowledge and experience of public policy development and implementation • Knowledge of Developmental management • Knowledge and experience of Investment and or development financing.

**Key outputs:** • *Development cooperation coordination & management-* Work with Development Cooperation coordinators, Development Partners and other stakeholders to improve coordination; Support effective monitoring of development support through oversight of and support to the RDP Fund account operations; *Effective development cooperation programme delivery -* Improve internal development cooperation reporting: Publications, releases, quarterly dashboards, parliamentary reports and annual reports of development and other flows; Support improved reporting from government and Development Partners; Monitor all programmes' performance against disbursements and actual expenditure (BAS & VULINDLELA) and provide interventions/ strategies for improvements; *Strengthen development cooperation knowledge base & research-* Support the effective management of Development Cooperation, Management and Information System (DCMIS): Collate, interpret and disseminate data, statistics and related information for use by development cooperation stakeholders; Oversee the management of the Knowledge lab; Conduct specific research and analysis on current areas of cooperation; Coordinate KM (information, knowledge, platforms etc.) initiatives in the development cooperation environment; Prepare inputs for briefing notes, position papers, etc. and disseminate information; *Align development cooperation to Budget-* Prepare report/s and participate in MTEC process as required; Ensure that development support is reflected within departments annual reports and ENE; Prepare report of development cooperation to inform the Deputy Minister to report to Parliament; Ensure quality of development cooperation statistics for budget process and budget documentation, and use by other stakeholders; *Philanthropy support-* Prepare updates; Conduct research, data gathering and analysis; Develop position papers and concepts, briefings as required;

Applications may be sent via e-mail to [recruit.bo@treasury.gov.za](mailto:recruit.bo@treasury.gov.za). Closing date: 10 March 2016 at 12:00.

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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.

Applications should be accompanied by a 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. 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 National Treasury within 1 month of the closing date, please regard your application as unsuccessful.