

ASSET AND LIABILITY MANAGEMENT DIVISION

Analyst: Retail Bonds

Remuneration package R311, 784 per annum (excl.benefits)

Ref number S104/2016

PRETORIA

PURPOSE:

To facilitate sales and promotions, assist in product development, market research and marketing i.r.o. the RSA Retail Savings Bonds.

KEY OUTPUTS:

It will be expected from the successful candidate to:

- Support in financing the government's borrowing requirements through the issuance of RSA Retail Savings Bonds.
- Keep record and monitor daily sales via different Point of Sales vendors and deal with point of sale queries.
- Interact with point of sale vendors to develop, improve and maintain infrastructure and processes.
- Assist in developing a nationwide marketing campaign.
- Compile and update stats and graphs for the funding strategy, management information and submissions.
- Compile presentations to address investors.
- Product and market research (local and abroad) and development.
- Compile and implement terms and conditions of products.
- Provide feedback on trends and competition in retail markets.
- Conduct Investor behaviour and service delivery surveys.
- Interact with Retail Operation Unit and provide feedback from investors
- Assist in the negotiation of service level agreements with stakeholders
- Liaise with stakeholders and partners in marketing and promotions of RSA Retail Bonds
- Assist in website development and enhancement
- Ensure Office Administration duties are managed effectively

REQUIREMENTS:

To be considered for this position, the applicant should have:

- Three year degree or diploma in marketing/economics.
- Experience in the Sales and Marketing, financial markets and knowledge of Payments methods, systems and Reconciliation.

The National Treasury is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

Applications should be accompanied by a completed Z83 form, comprehensive CV and 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 recruit.alm@treasury.gov.za No late applications will be accepted.

Qualifications and security screening will be conducted on recommended candidates. 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.

- Project Management and business processes (added advantage)
- Computer literate
- Writing and communication skills

Closing date: 10 June 2016. No late applications will be considered.