

**BUSINESS SUPPORT MANAGER: MULTILATERAL DEVELOPMENT BANKS AND CONCESSIONAL FINANCE
(S209/2015)**

INTERNATIONAL AND REGIONAL ECONOMIC POLICY

Remuneration package R569, 538.00 per annum (All inclusive)

PRETORIA

PURPOSE:

To provide management and administrative support service to the Chief Directorate.

KEY OUTPUTS:

It will be expected from the successful candidate to:

REQUIREMENTS:

- Organise administrative matters for the Chief Directorate. Ensure and advise on the effective follow of info and documentation.
- Where required draft correspondence /memo's for approval by the Chief Director.
- Assist Chief Director in compiling presentations.
- Collect and co-ordinate information for the manager/s as required.
- Analyse and advise on quotations for the procurement of non-store items.
- Assist the manager/s with the preparation of ad hoc documentation, proof reading and quality control of documents emanating from the office.
- Manage matters like leave registers and telephone accounts.
- Ensure /co-ordinate fast and efficient handling of all correspondence, meeting of deadlines for documents (determines priority and follows up). Clarify instructions & notes on behalf of the manager.
- Do advance research as requested by the manager.
- Scrutinise routine memos, reports & make notes recommendations for the manager.
- Obtain input, collate and compile reports e.g.
 - Progress reports
 - Monthly reports
 - Management Reports
- Facilitate appropriate training for staff within the Chief Directorate.
- Assist manager with all documents related to the budget. Assist in determining funding requirement for the MTEF.
- Keep record of the expenditure commitments, monitor expenditure and alert manager in a possible under or over spending.
- Check & correlate BAS reports to ensure expenditure is allocated correctly.
- Obtain necessary signatures on documents.
- Identify the need to move funds between items consult with manager and draft memos for this purpose.
- Remain abreast with the procedures and processes that apply in the office of the Manager.
- Study the relevant Public Service prescripts and other documents applicable on the Department and ensure the application thereof is understood properly.

REQUIREMENTS:

- Relevant 3 (Three) years degree / national diploma from accredited educational institution.
- A minimum of 5 years relevant management and/or administrative support experience.

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.irep@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.

- Must have a moderate understanding of the core functions of the unit.
- Must be computer literate at an advanced level

Closing date: 21 December 2015 2015 at 12:00 pm. No late applications will be considered.