



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE ACCOUNTANT-GENERAL

TEAM ASSISTANT: CAPACITY BUILDING X2

4 Years Fixed-Term Contract

Remuneration Package R242,475.00 per annum (excl benefits)

Reference: (Ref. S085/2018)

Pretoria

The incumbent will be required to: To provide administrative and secretarial services to the Directorate: Financial Management Improvement Programme in the implementation of the Continuous Capacity Building Programme for Public Financial Management (FMIP IV).

Qualifications and experience requirements: • A Grade 12 Certificate, studying towards a relevant post grade 12 diploma or degree at an accredited educational institution • A minimum of 3 years relevant administrative and/or secretarial experience • Computer literate with knowledge of the full MS Office Packages.

Some key outputs include: Project Support, Coordination and Systems Administration: Set up the programme and document library • Compile, processing and filing of all project related information on a daily basis on document library • Oversee content of the entire project Tracking System, that all projects have been registered and all progress on projects are updated onto the Project Tracking System on a regular basis and ensure that all financial information has been registered • Provision of project statistics for Management and Technical Meetings • Management of the project administration through ensuring that all Letters of Requests are received and formally acknowledged and obtain sign-off of project documentation • Draft submissions and assist with all project related administration, adhere to all Project Governance Standards • Drafting agendas, taking minutes, distributing and collecting of documents for when administer monthly meetings • Ensure that closure reports are submitted and

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. The Department reserves the right not to fill the post.

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. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. 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 3 month of the closing date, please regard your application as unsuccessful.



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

recorded • Ensure that all project contact lists are forwarded for updating relevant database and also distributed to relevant Directors on a regular basis • Implement and maintain version control procedures on all project reports and documentation **Project Administrative Support:** In support of projects, managing workshops, conferences and setting up of meetings through the timely distribution and confirmation of invitations, bookings of suitable venues and organising of the necessary equipment • Manage and oversee all project related travel arrangements (local and international) in line with the prescriptions of the National Treasury, the PFMA and the donors where applicable • Provide assistance with regards to the compilation of complex documents (tender dossiers), work plans, time sheets, slide presentations, spread sheets and the acknowledgement of all correspondence related to the project support provided by these officials to the relevant stakeholders • Attend all relevant project and cluster meetings. Minute taking and the typing and distribution thereof. Before any minutes are distributed it will be endorsed and signed off by the relevant official • Give administrative support to the relevant officials when requested. These activities would include filing, faxing, facilitating / managing the provision of refreshments at meetings, the copy and binding of documents and / or any other administrative assistance required • Assist with the statistics from time sheets of TA's and monthly reports for meetings **Secretarial:** Manage, through effective high level support, the offices of the Directors. This entails responding and attending to any enquiries emanating from either the officials of this unit or from client departments on communication received through official channels • Manage the electronic format used by the National Treasury including the acknowledgement and confirmation of meetings, preparation and co-ordination of the necessary documentation for meetings and appointments • Arrange meetings and all tasks associated with it • **Client Liaison:** Interface with client departments as first level support • Ensure clients' needs are addressed to ensure effective service delivery take place. Document client information appropriately for tracking purposes. Applications may be sent via e-mail to recruit.oag@treasury.gov.za closing date: 21 December 2018 at 12:00.

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.

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. The Department reserves the right not to fill the post.

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. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. 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 3 month of the closing date, please regard your application as unsuccessful.