



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## OFFICE OF THE ACCOUNTANT-GENERAL

### TRAINING ADMIN OFFICER: FINANCIAL SYSTEMS

**Remuneration Package R316, 791 per annum (Excl. benefits)**

**Reference: (Ref. S102/2020)**

**Pretoria**

**The incumbent will be required to:** Provide an administration support service to all the trainees pertaining to financial systems and related training requirements.

**Qualifications and experience requirements:** A National Diploma/ Degree in Public Admin/ Management • A minimum 2 years' experience obtained in a training administration environment • Knowledge of the procurement procedures of the Public Sector.

**Some key outputs include:** **Admin Support:** Verify all training offerings and record on financial systems database prior to posting on website • Acknowledge applications and inform applicant Departments • Respond to candidate trainees queries timeously • Co-ordinate all the logistics pertaining to the courses attended and other related programmes • Administer all training logistical requirements, eg. Bookings, confirmation of venues and post-training assessments, where necessary **Training Support:** Update the training database pertaining to follow-up programmes of trainees • Provide statistical information pertaining to training targets and plans • Respond to all queries pertaining to training requirements and keep record of all users inter-actions **Database Management:** Update and maintain the database pertaining to courses, certificates issued, etc. • Initiate updates to websites to address stakeholders training requirements • Conduct self-audit on the training databases and verify against reports **Presenting:** Present scheduled and non-scheduled courses • Identify and report technical problems to the technical team • Co-ordinate pre and post-

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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 the newly amended 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 on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. 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 into 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 months of the closing date, please regard your application as unsuccessful.



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evaluations of trainees and recommend entrants requirements for courses **Material Development:** Develop and maintain training material according to the standards • Research and recommend learning and assessment tools • Maintain and control versions of published material.

Applications may be sent via e-mail to [Recruit.OAG@treasury.gov.za](mailto:Recruit.OAG@treasury.gov.za)

**Closing date:** 12 March 2021 at 12:00pm

***Please note: Applications must be submitted using the newly implemented Z83 form obtainable on the National Treasury website career page as well as the Department of Public Services and Administration vacancy page. Please note that should you not use the newly amended Z83 and complete it in full, the department reserves the rights to disqualify your application. We only accept applications sent via email to the mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.***

***Please also ensure that you read the full advert for guidance on how to send your applications.***

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Human Resources on 012 315 5100, follow the voice prompts and press number 2.

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