

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

<u>APPLICATIONS</u>	:	Please register or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
<u>CLOSING DATE</u>	:	13 June 2025 at 12 pm.
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts Applications: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities. The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

OTHER POST

<u>POST 18/14</u>	:	<u>DEPUTY DIRECTOR: ASSETS MANAGEMENT (GTAC) REF NO: G04/2025</u> Term: Permanent
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A degree (NQF Level 7) in Financial Management or Supply Chain Management and/ or another degree in the related field. Experience must be 5-8 years in Financial Management or Supply Chain Management, with at least 3 years' experience, of which at Assistant Director or equivalent supervisory level in Financial Management or Supply Chain Management. Experience in public service financial management would be advantageous. Extensive knowledge of the PFMA and Treasury Regulations. Competencies required: Client Service Orientation: implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them, as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and electronic messages. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Valuing Diversity: The Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Financial Management: Knowledge of budget management processes and administration, goods and services procurement, and asset management and auditing including the development and management of internal control systems. General Management: Knowledge of process of planning, directing, organising and controlling people and resources within a unit or a subunit in order to achieve organisational goals
<u>DUTIES</u>	:	GTAC goods and services procurement support: Manage goods and services purchase orders processing including: preparing and issuing purchase orders (on receipt), updating Purchase Order Register and filing documents (on receipt), checking outstanding orders to finalise payments (monthly), preparing a monthly report. GTAC financial administration: Manage official claims and sundry invoices processing. Manage S&T and Entertainment claims processing. Manage GTAC telephone accounts processing. Manage NT service payments including:

Consultants Parking report for NT (quarterly), preparing VAS2 for NT Courier Services and overseas transactions payments (as required), updating Consultant Parking and VAS 2 registers. GTAC asset management: Manage and support GTAC assets including: developing and implement the GTAC Asset Management policy, procedures and templates, monitoring and reporting non-compliance issues, attending the ICT Committee meetings (monthly), preparing for and performing bi-annual asset verifications (April and October). Manage the GTAC Lease Register (update and review). GTAC financial operations support: Coordinate the development, implementation and maintenance of the Financial Operating Manual and Coordinate the Financial Management File Plan, including all financial policies, procedures and workflow processes. Ensure that all governance documents & delegations are in place.

ENQUIRIES

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Kaizer Malakoane at 066 250 7072 or kaizer.malakoane@gtac.gov.za