

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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. 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/>

CLOSING DATE

- : 23 June 2025 at 12 pm.

NOTE

- : 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: 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**POST 19/91**

- : **TEAM ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP) REF NO: G05/2025**

Term: Date of assumption of duty till 30 June 2026 Fixed-Term Contract

**SALARY
CENTRE
REQUIREMENTS**

- : R325 101 – R382 959 per annum (Level 07), plus 37% in lieu of benefits
- : Pretoria
- : National Diploma/ Advanced Certificate (NQF Level 6) in administration, office management, project management or business administration, or any other related field. A minimum of 3-5 years relevant administrative and/or secretarial experience, experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook, strong computer literacy and administration skills, experience in English business writing skills and minute taking, experience in management of logistics relating to meetings, project management skills will be an added advantage. Experience in the public sector will also be an added advantage. Competencies Required: Client Service Orientation: Client service orientation implies helping or serving others, to meet their needs. Concern Quality and Order: Desire to see things done logically, clearly and well. Effective Communication: Ability to transmit and receive information clearly and communicate to others by considering their points of view in order to respond appropriately. 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. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation, display high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others. Resources Planning: Organises work, sets priorities and determines resources requirements, determine short- or long-term goals and strategies to achieve them, coordinates with other organisations or parts of the organisation to accomplish goals. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals. Groups

and cultures. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Information Management: The ability gathers, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject.

DUTIES

: Diary and meetings administration; Administer appointments and meetings schedules including setting up and confirming meetings, updating diaries of Directors, notifying relevant staff members of daily meetings schedule. Administer meeting arrangements including confirming meeting arrangements, such as meeting rooms, parking, presentation aids, and catering and refreshments where required. Preparing, distributing and processing meeting invitations, directions and agendas, assisting with the compiling and distribution of meeting packs, arranging security and transport for delegates from other government and international institutions. Administer meeting minutes including taking, typing up and distributing minutes, following up on decisions arising from meetings, filling and archiving meeting minutes, notes, agenda, and documents. Documents and reports assistance and administration: Administer all electronic and hard copy documents such as correspondence, memo's, agreements and reports including acknowledging receipt of incoming document, notifying priority, and tracking required response and/or handling, following up on deadlines for documents for submission. Assisting with the preparation and finalization of documents including, taking and/or transcribing dictation and notes and/or sourcing, obtaining and/or downloading documents as requested (from internet and/or other sources), laying out and typing documents and compiling presentations, proofreading and quality control of documents, effecting necessary changes as requested and finalizing documents, noting the distribution, confidentiality and indexing requirements. Produce and distribute documents including, and as required, printing/ copying, packaging and faxing/ delivering/ couriering / posting of hard copies, creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including indexing, filling, and archiving of documents, conducting electronic data clean ups and backups, handling, document with utmost discretion. Client, staff and project teams support: Receive and assist externa and internal visitors and staff, assist with the resolution of client and staff and queries, work with and/or as part of the technical project teams when needed to provide administrative and secretarial support, assist Director and/or project manager(s) with the coordination and administration of tasks of relevant projects. Telephonic Communication Administration: Facilitate and administer telephonic communication including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls. Develop and maintain the MFIP contacts directory. Coordinate telephone accounts for Directors and submit to the relevant parties on a monthly basis. Office Administration: Organise and maintain own and common business unit areas, process, order and monitor office resource and stationery requests and needs receipt and distribution and monitor, report and ensure equipment and furniture maintenance, cleaning repairs. Travel arrangements and claims administration: Administer local (and international travel arrangements) including booking and ensuring receipt of flight, transport and/or car hire, and accommodation documents and/or reference numbers. Assist with the preparation of travel packs including the itinerary (contact details, venue directions and transport), travel documents (ticket) and travel support (accommodation details, meeting schedule, travel schedule). Follow up on and organize the preparation and submission of travel reports and reconcile and organize the requisitioning and reimbursement of subsistence and travel claims.

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072 /kaizer.malakoane@gtac.gov.za