

reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

## **ENQUIRIES**

: HR Enquiries: Kaizer Malakoane at 066 250 7072  
Technical Job Enquiries: [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za)

## **POST 30/11**

: **PROJECT ADMINISTRATOR: JOBS FUND PMU REF NO: G11/2025**

Term: 24 Months Fixed-Term contract

The purpose of this role is to provide project management and administrative support services to the team to enable efficient and smooth operations in the Jobs Fund.

## **SALARY** **CENTRE** **REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09), plus 37%

: Pretoria

: A Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Accounting, Commerce, Business or Business Administration, Project Management, Development Studies or related field. A project management or project administration qualification would be advantageous. Minimum of 4 -6 years, experience in a similar role covering the following aspects: Professional/executive-minute taking, Company secretarial governance aspects, Project management experience with strong emphasis on project management support using relevant software i.e. MS Project etc., Administrative experience, including travel arrangements, document preparation and management, support services within teams, Copy editing experience, Use of AI tools to improve administrative processes and document quality. Experience in the use of presentation software such as PowerPoint. Competencies Required: Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may be diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. 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). Typing speed of 50 – 70 words per minute with 98 – 100% accuracy. Information Management: The ability to gather, 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. Resources Planning: The ability to organise work, set priorities and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with other organisations or parts of the organisation to accomplish goals; monitor progress and evaluate outcomes. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others because of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Team Participation: Works co-operatively with others,

working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

## **DUTIES**

: Project Management Support: Assist in the project planning, execution and monitoring of the programme, leading project planning sessions including: Designing project plans using appropriate software (including MS Project). Managing project progress and adapting work as required. Tracking project deliverables to ensure projects meet deadlines. Conducting project review and creating detailed reports for executive staff. Optimising and improving project management processes and the overall approach where necessary. Overseeing all incoming and outgoing project documentation. Designing risk mitigation plans for effective project administration. Managing relationships with clients and stakeholders. Coordinating staff and internal resources. Diary, Meeting Administration and Telephonic Communications: Schedule and administer appointments and meetings, including: Setting up and confirming appointments and meetings and updating diaries. Preparing and distributing meeting schedules. Organise meetings and make sure all arrangements are made as follows: Booking meeting rooms, parking, presentation aids, and catering and refreshments where required. Scheduling meetings on MS Teams or via Zoom where applicable. Preparing, distributing and processing meeting invitations, directions and agendas. Assisting with the compilation and distribution of meeting packs (hardcopy and/or electronic). Arranging security and transport for delegates from other governments and international institutions, where applicable. Facilitating access to the office and receiving and assisting external and internal visitors and staff. Provide secretariat services to meetings including: Drafting and distribution of minutes. Following up on decisions arising from the meeting. Filing and archiving meeting minutes, notes, agenda, and documents. Professional/executive minute-taking at various committees, including the Investment and Technical Evaluation Committees. Facilitating the company secretarial and/or governance aspects for the various committee structures. Ensuring compliance with relevant governance requirements for various committee structures. Quality assurance of meeting packs, both hard and soft copies. Facilitate and administer telephonic communications as follows: Answering, screening of incoming telephone calls and maintaining a record of outgoing calls where applicable. Develop and maintain an office contact list/directory. Coordinate and submit telephone accounts to the relevant parties monthly. Document Management, Records Keeping, Reports production and Administration Support: Administer and quality assure all electronic and hard copy documents such as correspondence, memoranda, agreements, and reports including: Acknowledging receipt of document, noting priority, and tracking required response and/or handling. Following up on deadlines for documents for submission. Maintaining an accurate log of all documents emanating from the unit that require approval. Assist with the preparation and finalisation of documents including: Taking and/or transcribing dictation and notes. Sourcing, obtaining and/or downloading documents as requested (from the internet and/or other sources). Formatting and typing of documents and compiling presentations. Proof-reading and controlling the quality of the document. Effecting the necessary changes as requested and finalising documents. Recording the distribution, confidentiality and indexing requirements of documents. Produce and distribute documents, including agendas 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: Opening and creating files. Indexing, filing, and archiving documents. Updating and maintaining integrity of RACI folders. Conducting electronic data, clean-ups and back-ups. Handling documents with discretion and confidentiality. Travel Arrangements and Claims Administration: Process travel requests,

including confirming budget, obtaining approvals and making travel, transport and accommodation and security bookings as requested. Prepare travel packs, including the meeting itinerary and details and travel documents, schedule and details. Process and administer travel reports and travel claims and reconcile and organise the requisition and reimbursement of subsistence and travel claims. Office Administration: Record and process requests for stationery and equipment, including: Obtaining equipment approval and submitting to the relevant parties. Assessing stationery needs, distributing and reconciling stationery monthly. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs to the relevant parties. Client and Project team's Support: Provide general programme information and assist with the resolution of client queries. Provide administrative and secretarial support to project teams as required and assist with the coordination and administration of project tasks. Compile and maintain project data. Provide procurement support to project teams, including processing procurement requests, supporting procurement processes and processing and submitting invoices and claims for payment.

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#### **POST 30/12**

: **ASSISTANT DIRECTOR: FINANCE, AUDIT & VERIFICATION SUPPORT**  
**JOBS FUND PMU REF NO: G12/2025**

Term: 24 Months Fixed-Term contract

The purpose of this role is to lead and support the financial administration, audit, and verification functions of the Jobs Fund (JF).

#### **SALARY** **CENTRE** **REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09), plus 37%

: Pretoria

: A Bachelor's Degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Finance, Accounting, Auditing or related field. A minimum of 2-5 years' experience in financial management or the administration of budgets, accounting and/or financial auditing. Experience in the public service would be advantageous. Competencies Required: Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. 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). Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted for. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: 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/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back