

ANNEXURE

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

Other Posts

CLOSING DATE: 14 May 2021 at 12h00 pm.

NOTE: Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (a New Z83 obtainable from any Public Service department will be considered) Note: should you use the old Z83 your application would not be considered. The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certification should not be older than 6 months from date of application. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

APPLICATIONS: Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. **NB only online applications will be acceptable.**

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 Posts

POST: TEAM ASSISTANT: ASSETS AND FINANCE SUPPORT
REF NO: G02/2021

TERM: 36 Months Fixed Term Contract

SALARY: R257,508.00 – R303,339.00 per annum plus 37% in lieu of benefits (Level 7)
CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year (NQF 6) qualification in Assets Management, Financial Administration or related field. 3 years' experience in Financial Administration and or Assets Management. Experience in the public service is compulsory.

Competencies required: Administrative Operations: knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. **Computer Literacy:** Knowledge and ability to use computer and technology efficiently (MSOffice, Internet and emails). **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. **Information Sharing:** Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with 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. **Team Participation:** Works co-operatively with others, working together as opposed to working separately or competitively.

DUTIES: To assist with the GTAC financial administration and ensure that assets are received and barcoded in line with relevant legislation, regulations, frameworks and departmental policies and procedures.

GTAC Goods and Services Procurement Support: Check the quotations received from GTAC Supply Chain Management for completeness. Check the award letter received from GTAC Professional Services Procurement for completeness. Update the Purchase Order Register. Prepare the purchase order for sign-off. Check and file all Entity Maintenance forms or Bank Confirmation Forms. **GTAC Financial Administrative Support:** Subsistence and Travel Claims (Receive and register all Subsistence & Travelling claims and hand over to the capturer, immediately on receipt). Filing of Subsistence & Travelling claims after it was approved and authorised on Persal weekly. Filing of GTAC

telephone accounts. Open of new files for each employee and request information from each staff member if telephone accounts are outstanding on a monthly basis. Assist with National Treasury service payments. Receive and processing National Treasury consulting parking payments. Scan and file documents on a quarterly basis. Prepare VAS2 for National Treasury Courier services as required. Financial Accounting (Check the payment of project invoice files for completeness). Ensure that each page is stamped as paid and all signatures are correct. Filing of payments per box per numbering sets. Give support during the Audit to collect the project invoice files for auditors. Assist with the archiving of financial documents and registration on the Electronic Registry. **GTAC Assets Management:** As an entry point, check the assets received from GTAC Supply Chain Management according to the tax invoice and documentation packs on receipt. Give support with the barcoding of the assets and file asset assignment forms. Check actual assets for asset verifications in April and October. Give support during the annual asset audits in March/April. Complete the asset withdrawal forms for signatures. Keep the safe tidy and organised. **GTAC Payroll Support:** Ensure that all payrolls are filed according to the months.

ENQUIRIES: Kaizer Malakoane (012) 315 5442.