



### NAMC INTERNAL ADVERTISEMENT

<b>Job Title:</b>	<b>Performance Information Reporting Function</b>
<b>Allowance</b>	<b>Negotiable</b>
<b>Type of Contract</b>	<b>3 years Secondment to the Office of the CEO</b>
<b>Reporting to</b>	<b>Chief Executive Officer</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC011/2021</b>

#### **Experience & Skills:**

National Diploma/ Degree in Administration or equivalent. 1-2 years' experience in Performance information reporting, Advanced communication and interpersonal skills. Computer literacy and problem Solving skills. Stakeholder management and presentation and facilitation skills.

#### **Knowledge:**

Knowledge of the MAP Act. Knowledge and understanding of DPME and National Treasury Legislations governing organisational Performance Information.

#### **The successful candidate will be expected to amongst others:**

- Assist in coordinating and facilitating the Strategic Planning Sessions annually.
- Coordinate the drafting of Strategic Plans and Annual Performance Plan.
- Coordinating the drafting of NAMC quarterly reports and compilation of the portfolio of evidence.
- Report on deviations from the set targets.
- Facilitate the submission of Performance Information Reports and Strategic documents to Mancom, Audit & Risk Committee, Council and the Minister for approval.
- Present the reports and strategic documents at the relevant committees.
- Ensure compliance to National Treasury & Department of Planning Monitoring and Evaluation.
- Report on a quarterly basis to the Monitoring & Evaluation Committee.
- Report on a quarterly basis to the Technical Implementation Forum.
- Facilitate the Performance Information audits and respond to audit queries.
- Ensure that NAMC compliance with reporting timeframes as required by legislation.
- Report any issues, new developments regarding performance Information to the CEO or other relevant parties.

To apply for the position, please forward the relevant Job Application Form which is available on our website to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: 26 November 2021. If you have not been contacted within one month of the closing date, please note that your application was unsuccessful.