

<b>NAMC INTERNAL ADVERTISEMENT</b>	
<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>HRREC006/23</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 in our website to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: **02 July 2023**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.

Short-listed candidates will be subjected to reference checks and qualification verification. If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za), for further enquiries, send email to [hr@namc.co.za](mailto:hr@namc.co.za). The NAMC reserves the right to withdraw, amend or not fill the position.