

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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.

- APPLICATIONS** : Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : Monday, 03 April 2017 at 12h00
- NOTE** : 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 and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. 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.

OTHER POSTS

- POST 12/10** : **OPERATIONS MANAGER: OFFICE OF THE HEAD GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) REF NO: G013/2017**
Term: Permanent

- SALARY CENTRE REQUIREMENTS** : R726.276 – R855 516 per annum (All-inclusive Package), Level 12
: Pretoria
: Completed NQF Level 7 Bachelor's Degree or equivalent qualification in Business Management, Operations Management or related. At least 4-6 years professional working experience, of which at least two (2) years should be at a supervisory level. A minimum of four (4) years' relevant administrative and/or operational management experience. Knowledge of Public Service Legislation and Policies. Experience in the use of MS Office packages; i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook; Policy Analysis and interpretation of Policies. Good problem solving skills. Excellent communication skills. Good report writing skills. Efficient administration skills. Good knowledge of Public Service Regulations and other Government policies and procedures. Project management skills will be an advantage. Good business writing skills.

- DUTIES** : Operational and Strategic Support in the Office of the Head: GTAC. Ensure that the Strategic Plan, Annual Performance Plan, and Operational Plans are in place for the Office of the Head: GTAC. Monitor Management Support Programme activities and ensure that deadline are met. Manage and co-ordinate MANCO and other strategic meetings for the GTAC. Perform secretariat responsibilities in forums for senior management meetings. Co-ordinate and assist with completion of outstanding strategic deliverables, and follow progress on the implementation of strategic objectives. Coordinate the preparation of documents, and perform proofreading and quality control to ensure accuracy of content, and quality business writing. Manage administrative support in the office of the Head: GTAC. Draft memoranda, submissions and correspondence for approval and dissemination. Manage budget administration and reporting. Compile and manage monthly and quarterly reports w.r.t. the strategic and operational plans of the office of the Head. Obtain inputs, collate and compile reports e.g. Progress reports, Monthly reports and Management reports. Review, input and submit budget and expenditure related information for GTAC reporting. Ensure good governance in the Office of the Head: GTAC. Develop an Operational Risk Register for the Office of the Head. Ensure that GTAC policies processes and procedures developed and updated. Ensure that all regulatory requirement of statutory bodies are developed and updated. Initiate research and stay abreast of policies, procedures and due processes in compliance with legislation. Analyse policies, prescripts and other documents applicable to the effective operations of the GTAC.

- ENQUIRIES** : Kaizer Malakoane Tel no: (012) 315 5442
- POST 12/11** : **FINANCIAL ANALYST (GTAC) 2 POSTS REF NO: G014/2017**
Term: 3 Year fixed term Contract
- SALARY** : R612.822 – R721 878 per annum (All-inclusive Package), Level 11
CENTRE : Pretoria
REQUIREMENTS : Completed NQF Level 7 B. Com Degree Finance/Accounting or relevant 3 year qualification from accredited educational institution. A post graduate qualification and grant management experience will be an advantage. At least 3-5 years professional working experience. Experience in appraising, negotiating and closing Project Finance, Corporate Finance and Structured Finance transactions. Strong accounting background and credit and risk analysis skills. Must be able to comprehensively analyses financial statements. Must be able to independently conduct financial model reviews and analysis. Experience in reporting, consolidation and financial analysis. Thorough understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of Statutory accounting principles and of relevant legislative framework and accounting practice (PFMA, Treasury Regulations, GRAP).
- DUTIES** : Analysis of Corporate Financials. Appraising new investment proposals (due diligence) and opportunities. Commercial analysis, financial modelling and analysis, risk and institutional analysis. Prepares appraisal/credit reports for submission. Negotiates of project documents. Prepares disbursement request reports for submission. Oversees disbursements to approved projects as well as monitor project progress post investment. Prepares complex financial reports as mandated by the immediate supervisor. Assists in compiling data and interpreting legislated financial reporting requirements and regulations. Reviews and verifies statistical and financial information. Determines cost of operations by establishing standard costs and collects operational data. Identifies financial status by comparing and analysing actual results with plans and forecasts. Guides cost analysis process by establishing and enforcing policies and procedures. Provides trends and forecasts. Provide explanation on processes and techniques and recommend actions. Improves financial status by analysing results and monitoring variances. Identifies trends and recommends actions to Jobs Fund management. Recommends actions by analysing and interpreting data and making comparative analyses. Analyses current and past financial data and performance. Reviews Jobs Fund policies for alignment with accounting standards. Identifies trends in financial performance and providing recommendations for improvement. Evaluates projects capital expenditures against Jobs Fund value for money frameworks. Examines accounting data for accuracy, appropriateness and documentation. Audits document submitted for payment for compliance with Jobs Fund guidelines. Assists Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Reviews proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Provides support to Jobs Fund staff or programs as a fiscal advisor when necessary.
- ENQUIRIES** : Kaizer Malakoane Tel no: (012) 315 5442