

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** : Tuesday, 18 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.

MANAGEMENT ECHELON

- POST 14/08** : **LEARNING & EVALUATION SPECIALIST: GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) REF NO: G015/2017**
Term: 3 Year fixed term contract

- SALARY CENTRE REQUIREMENTS** : R898 743 – R1 058 691 per annum (All-inclusive Package), Level 13
Pretoria
Completed NQF Level 8 Honor's in Development / Public Administration / Monitoring & Evaluation or relevant qualification from accredited educational institution. Training or certification in statistics and quantitative measurements. At least 7-10 years professional working experience; Experience in conducting evaluations and writing evaluation reports; Experience capturing both good practices and lessons learned, in a variety of approaches (e.g. end of the project evaluation, special studies); Experience in project design and evaluation; Experience in research, policy analysis and evaluation of donor funded projects; Experience of Donor Communities and Development of Enterprise Standards; Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders; Experience in application of leading qualitative and quantitative data collection, analysis and reporting tools; Experience in managing projects with multiple stakeholders and excellent report writing skills

- DUTIES** : Provide strategic inputs into the management of the Jobs Fund Evaluation Framework and Learning Agenda. Identify and evaluate progress on projects and extract learnings from the Jobs Fund portfolio. Initiate planning of projects to ensure that evaluation and learning is integrated at the project planning phase. Develop Terms of Reference for evaluations and manage the service provider selection process. Provide input into the design of baseline assessments, mid-term evaluations and summative evaluations for projects. Support partners in the development of results chains for their projects. Utilise evaluation results to improve project roll-out and to identify and appraise new projects. Provide advice/information/guidance to project managers and partners on the most appropriate evaluation methodology for their projects. Analyse and synthesise findings from project evaluations. Initiate awareness sessions with stakeholders on evaluation, self-evaluation, project close-out and results-based management. Perform benchmarking and research exercises on job creation, sustainability and systemic change. Document feedback on learnings from case studies, reviews, project close-out reports and other related factors. Manage research outputs and facilitate the implementation of research findings and recommendations; and Initiate the creation of a network platform with internal and external stakeholders in

the establishment of dialogue on the outcomes of evaluation results. Develop and implement the Jobs Fund's evaluation and learning agenda. Provide strategic oversight, guidance and quality control of evaluation and learning. Define quantifiable output, outcome and Key Performance Indicators (KPIs). Develop processes for measuring progress against set evaluation and learning targets. Develop a learning review framework with each of the business units. Provide guidelines to staff and partners on evaluation and learning metrics and categories to effectively monitor current and future research. Develop and maintain relationships with internal and external stakeholders. Identify opportunities to optimise the Job Fund's collection, use, and management of data. Develop and conduct training for Jobs Fund staff on use of systems and effective data collection, use, and visualisation. Simplify complex systems and processes into user-friendly guidance for staff; Collaborate with the grants management system team and unit staff on broader system enhancements. Conduct long and short-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Manage, analyse, and effectively visualise large and complex data sets; and Coordinate and respond to internal and external requests for data and data analysis.

ENQUIRIES

: Kaizer Malakoane Tel no: (012) 315 5442