

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 and full advertisement information.
- CLOSING DATE** : Monday, 11 September 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 35/11** : **FINANCIAL ANALYST REF NO: G018/2017**
Term: 3 Year Fix-Term Contract
- SALARY** : R779 295–R917 970 per annum (All-inclusive Package), Level 12
- CENTRE** : Pretoria
- REQUIREMENTS** : To be considered for this position, the applicant must have a completed Post Graduated Degree/ diploma in Accounting or Finance. Minimum 5+ year experience reporting, consolidation and financial analysis. Good knowledge of Statutory Accounting Principles. Broad knowledge of public service legislation. 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 analyse financial statements. Must be able to independently conduct financial model reviews and 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). Good communication skills. Policy development skills. Good problem solving skills. Good business writing skills.
- DUTIES** : Analysis of financials of corporates, NPCs and government departments/ SOEs including analysis of key financial ratios. Knowledge of financial instruments used in enterprise development. Appraising new investment proposals (due diligence) and opportunities. Commercial analysis, financial modelling and analysis, risk and institutional analysis. Prepare appraisal/credit reports for submission. Determine optimal funding structure, grant amount and usage of thereof in line with the Jobs Fund mandate. Negotiate project documents. Prepare disbursement request reports for submission. Oversee disbursements to approved projects as well as monitor project progress post investment. Prepare complex financial reports as mandated by the immediate supervisor. Assist staff in compiling data and interpreting legislated financial reporting requirements and regulations. Review and verify statistical and financial information. Research and design of financial term sheet for funding rounds. Determine cost of operations by establishing standard costs; collecting operational data. Identify financial status by comparing and analyzing actual results with plans and forecasts. Guide cost analysis process by establishing and enforcing policies and procedures. Provision of trends and forecasts. Provide explanation on processes and techniques and recommend

actions. Improve financial status by analyzing results and monitoring variances. Identify trends and recommend actions to Jobs Fund management. Recommend actions by analyzing and interpreting data and making comparative analyses. Analyzing current and past financial data and performance. Review JF policies for alignment with accounting standards. Identify trends in financial performance and providing recommendations for improvement. Coordinate with other members of the finance team to review financial information and forecasts. Provide financial models and forecasting. Evaluate projects capital expenditures against JF value for money frameworks. Examine accounting data for accuracy, appropriateness and documentation. Audit documents submitted for payment for compliance with Jobs Fund guidelines. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Prepare and maintain mandated documents as required. Maintain communication with staff regarding financial matters. Provide information and technical support in the development and revision of policies and regulations. Assist in the development of office systems and procedures. Promote knowledge management by sharing of technical financial information. 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. Support the Finance Manager in developing and implementation of the risk management strategy for the Jobs Fund and the implementation thereof into the GTAC risk management. Risk management benchmark research into the implementation in similar funds/ institutions/ programmes. Support the training of risk owners and function in the effective management of risk.

ENQUIRIES

: Kaizer Malakoane Tel no: (012) 315 5442

POST 35/12

: **DEPUTY DIRECTOR: GOVERNANCE & COMPLIANCE REF NO: G021/2017**
Term: Permanent

SALARY CENTRE

: R779 295 per annum (All-inclusive Package), Level 12
: Pretoria

REQUIREMENTS

: Completed NQF Level 7 Degree in Risk Management/ Internal Audit or related qualification. Professional Membership with the Institute of Internal Auditors SA (IAA SA) / Intergovernmental Risk Management Agency (IRMA). At least six (6) years' proven Monitoring and Reporting experience in the context of public or development sector. 3-5 Years' Experience at Middle Management Level in Risk Management or related field. At least 3 years proven Monitoring, Reporting experience in the context of Governance and Compliance systems in public sector. Sound knowledge and experience of the public sector, government policy and mandates of different departments and clusters of government. In-depth knowledge of Governance and Compliance matters in the Public Service. Exposure to the management and maintenance of Monitoring, Reporting and Evaluation Information Systems. Understanding the application of Monitoring, Reporting and Evaluation methods and approaches (including quantitative, qualitative and participatory. Understanding the role of Governance and Compliance in the context of strategic and implementation. Proven ability to lead implementation of new systems.

DUTIES

: To develop, monitor and review the implementation of effective and efficient governance and compliance management systems in the GTAC. Develop the GTAC's governance and compliance framework which include policies, systems, structures, programmes and reporting. Develop a fraud and corruption prevention policy strategy and implementation plan for the GTAC's unique environment. Coordinate monitoring efforts with National Treasury's Enterprise Risk Management Unit to facilitate the conclusion of corruption cases reported. Coordinate the institutionalization of governance and compliance management. Provide secretariat support for the relevant governance structures in the GTAC. Establish systems for monitoring the management of the governance processes (Audit, Risk and Reporting). Conduct GTAC-wide governance and compliance management capacity building and awareness. Implement the GTAC's risk management framework. Assist GTAC managers with governance and compliance risk identification and monitoring. Assist with the development and monitoring of risk mitigation strategies. Provide secretariat function for GTAC compliance

	:	committees (Risk; Internal Audit; Risk Management Committee; Audit Committee and AGSA).
<u>ENQUIRIES</u>	:	Kaizer Malakoane Tel no: (012) 315 5442
<u>POST 35/13</u>	:	<u>DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: G022/2017</u> Term: Permanent
<u>SALARY</u>	:	R779 295 per annum (All-inclusive Package), Level 12
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Completed NQF Level 7 Degree in Business Management, Risk Management, Office Management, Health and Safety Management, or related; Trade qualifications (NQF Level 7) at a Technical College or University of Technology relating to facilities management and maintenance will be an added advantage. At least 5 years' professional working experience in a Corporate Services environment of which at least 2 of these years should be at supervisory or managerial level. Experience in Supply Chain Management and Financial Management Processes and Procedures. Experience in managing office accommodation, relocations, and related facility management services. Experience in managing projects with multiple stakeholders and excellent report writing skills. Experience in Security and Safety Management Processes and Procedures. Good knowledge of Public Service Legislation, regulations, policies and procedures, including legislation pertaining to Public Finance Management, Occupational Health and Safety and Protection of Personal Information. Ability to communicate with various stakeholders. Excellent business writing skills. Efficient administration skills. Ability to understand electronic systems relating to Corporate Support. Understanding of procurement processes relating to goods and services relevant to Corporate Services. A valid driver's license. Willingness to travel between GTAC offices.
<u>DUTIES</u>	:	To provide strategic and operational support in enabling a productive and safe working environment through the implementation of Corporate Support Services within the GTAC. Development of Corporate Support Services Service Offerings and Service Charter. Development of a Corporate Support Services Strategy and Annual Performance Plan. Development of Auxiliary Services Policies, Guidelines and Standard Operating Procedures. Development, review and implementation of Shared Services Agreements with other Departments, Service Providers and Stakeholders. Develop standard Service Level Agreements (SLA) for the execution of Corporate Support Services activities including facilities and securities management. Development of a floor plan suited to the needs of GTAC operations in relation to space norms. Participate in the development of contracts to secure GTAC accommodation. Advise on the optimal office furniture required in the allotted GTAC space. Actively adhere to the GTAC floor plan and make necessary recommendations for more effective spatial planning. Provide effective project management support in the event of renovations, office accommodation, and infrastructure upgrades in the GTAC with minimum disruptions. Develop Parking Norms and Standards and ensure consistent application of parking requests. Manage parking database and consolidate expenditure for GTAC parking subsidies on a monthly basis. Conduct bi-annual building inspections to maintain conducive office spaces in Pretoria and at the Regional Offices. Co-ordinate the development or procurement and installation of security access systems in the GTAC. Co-ordinate security vetting for all GTAC staff. Co-ordinate the development of GTAC emergency evacuation procedures. Facilitate GTAC evacuations as the designated Health and Safety Officer for the Agency. Development of GTAC policies relating to the procurement of goods. Review and performance management of suppliers on approved supplier database. Develop an annual procurement plan for each Business Unit. Participate in the Procurement Committees and ensure speedy delivery of goods. Prepare submissions for the procurement of goods and ensure the approval thereof by appropriate officials. Ensure the registration of all procured equipment on the GTAC Asset Register. Budget administration and Reporting. Compile and finalise Monthly and Quarterly reports w.r.t. the Strategic and Operational plans of the Unit. Review, input and submit budget and expenditure related information for GTAC reporting. Develop an

<u>ENQUIRIES</u>	:	Operational Risk Register for the Business Unit. Ensure that GTAC policies, processes and procedures are developed and updated. Kaizer Malakoane Tel no: (012) 315 5442
<u>POST 35/14</u>	:	<u>FINANCIAL ANALYST REF NO: G017/2017</u> Term: 3 Year Fix-Term Contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558 – R774 576 per annum (All-inclusive Package), Level 11 Pretoria To be considered for this position, the applicant must have a completed 3 year qualification in Accounting or Finance. Minimum 3-5 year experience reporting, consolidation and financial analysis. Good knowledge of Statutory Accounting Principles. Broad knowledge of public service legislation. 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 analyse financial statements. Must be able to independently conduct financial model reviews and 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). Good communication skills. Good problem solving skills. Good business writing skills.
<u>DUTIES</u>	:	Analysis of financials of corporates, NPCs and government departments/ SOEs. Appraising new investment proposals (due diligence) and opportunities. Commercial analysis, financial modelling and analysis, risk and institutional analysis. Prepare appraisal/credit reports for submission. Negotiate project documents. Prepare disbursement request reports for submission. Oversee disbursements to approved projects as well as monitor project progress post investment. Prepare financial reports as mandated by the immediate supervisor. Assist in compiling data and interpreting legislated financial reporting requirements and regulations. Review and verify statistical and financial information. Analysing current and past financial data and performance. Review Jobs Fund policies for alignment with accounting standards. Identifying trends in financial performance and providing recommendations for improvement. Coordinate with other members of the finance team to review financial information and forecasts. Provide financial models and forecasting. Evaluate projects capital expenditures against JF value for money frameworks. Examine accounting data for accuracy, appropriateness and documentation. Audit documents submitted for payment for compliance with Jobs Fund guidelines. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Prepare and maintain mandated documents as required. Maintain communication with staff regarding financial matters. Provide information and technical support in the development and revision of policies and regulations. Assist in the development of office systems and procedures. Support the promotion of knowledge management by collating research for the senior finance team. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations.
<u>ENQUIRIES</u>	:	Kaizer Malakoane Tel no: (012) 315 5442
<u>POST 35/15</u>	:	<u>DEPUTY DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT REF NO: G019/2017</u> Term: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558 per annum (All-inclusive Package), Level 11 Pretoria Completed NQF Level 7 Degree in Supply Chain Management or related relevant qualification from an accredited educational institution. At least 5 years' professional working experience in a supply chain management or financial management environment of which at least 2 of these years should be at supervisory or managerial level; Experience in Internal Auditing and/or Risk Management will be an added advantage. Good Knowledge of public sector procurement experience. A legal and/ or financial background would stand him/her in good stead. Experience in working with service providers/consultants. Experience in administering donor funded projects. Computer literate (especially

		with regard to MS Word, Excel, Projects and Power point). In-depth knowledge of Legislations & regulations: PFMA, MFMA, SCM, EU Practical Guide (PRAG). Excellent Presentation Skills. 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.
<u>DUTIES</u>	:	Panel Establishment including the Development and implementation of a Panel Management Strategy and Activity Plan. Implementation of the procurement plan through Panel management strategies. Manage all procurement related processes to enable the GTAC to deliver accordingly on its mandate. Develop procedures related to the procurement of goods and services in compliance with policy, regulations and statutory requirements. Apply NT and donor procurement policy guidelines and procedures. Establish all the bid committees, and oversee proper functioning of these committees. Execute bid/quotation process which include the evaluation and adjudication of bids. Manage and update Panel management practices in accordance with new or changing policies. Manage comparative prices amongst Panels to obtain most competitive prices at all times. Development service provider's performance and contract management strategy. Oversee the appropriate generating and completion of all contracts including related addendums. Review, negotiate and administer contracts and agreements established with the Panels. Ensure effective management of comment and complaints from internal and external clients and proactively manage feedback to effect service improvements where required. Develop guidelines for service providers and clients on procedures for procurement and contract implementation. Kaizer Malakoane Tel no: (012) 315 5442
<u>ENQUIRIES</u>	:	
<u>POST 35/16</u>	:	<u>DEPUTY DIRECTOR: MONITORING, REPORTING & EVALUATION REF NO: G020/2017</u> Term: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657.558 per annum (All-inclusive Package), Level 11 Pretoria Completed NQF Level 7 Degree in Strategic Management, Risk Management, Business Management or related relevant qualification from an accredited educational institution. At least five (5) years' proven Monitoring and Reporting experience in the context of public or development sector. Sound knowledge and experience of the public sector, government policy and clusters of government. Exposure to the management and maintenance of Monitoring, Reporting and Evaluation Information & Knowledge Management Systems. Knowledge, understanding and application of development partnerships. Understanding the application of Monitoring, Reporting and Evaluation methods and approaches. Understanding the role of Monitoring, Reporting and Evaluation in the context of strategic planning and implementation. Proven ability to lead the implementation of new systems.
<u>DUTIES</u>	:	Develop, implement, manage and review the overall Monitoring, Reporting and Evaluation System for the GTAC to support management decision-making. Develop, implement, manage review and consolidate information for reporting through the APP performance Measurement Framework for the GTAC, including procedures for the evaluation of technical performance indicators to measure the effectiveness and efficiency of strategy implementation. Manage and review the GTAC's Monitoring and Reporting System to improve formats and procedures for operational monitoring. Establish a system for effective monitoring and consistent use of instruments utilised for GTAC's business. Manage on-going Monitoring and Reporting activities for GTAC. Coordinate inputs for the preparation of all reports for timely and accurate submission. Provide guidance on consistent reporting frameworks for all GTAC staff (official and consultants) to ensure their timely submission. Prepare consolidated progress reports for management in accordance with approved reporting formats and timing. Ensure a systems approach to the monitoring of data to achieve coherence in the Executive Management meetings, cluster meetings and Strategic Planning and Review Sessions. Maintain and update on a regular basis a database for various partnership agreements across GTAC (development partners, research and academic institutions). Manage and review Information Systems for GTAC. Facilitate the capturing of projects

information to improve the GTAC's project reporting capability and projects-related decision-making. Participate in efforts to strengthen and improve the MEL Information system to structure information fields to improve project reporting and monitoring. Develop, manage and review effective information management and retrieval systems for GTAC, including the GTAC Filing system.

ENQUIRIES

: Kaizer Malakoane Tel no: (012) 315 5442

POST 35/17

: **DEPUTY DIRECTOR: PAYROLL ADMINISTRATION REF NO: G023/2017**

Term: Permanent

SALARY

: R657.558 per annum (All-inclusive Package), Level 11

CENTRE

: Pretoria

REQUIREMENTS

: Completed NQF Level 7 Degree in Financial Management, Financial Accounting, or related. At least 5 years' professional working experience in a Financial Accounting and Tax Related environment, of which at least 2 of these years should be at supervisory or managerial level. Public Service Tax administration experience will be an added advantage. PERSAL and Pastel experience of added advantage. Budget management and administration experience. Ability to understand electronic systems. Good knowledge of Public Service Legislation, regulations, policies and procedures, including legislation pertaining to Public Finance Management. Excellent report writing. Ability to communicate with various stakeholders. Efficient administration skills.

DUTIES

: To ensure that the Personnel Remuneration, PAYE and Debtors Management are administrated and managed as identified in the Public Financial Management Act, Treasury Regulations, financial management policies, procedures and prescripts of the GTAC. Compliance with tax legislation to prevent audit findings and charging of penalties and interest by SARS for late tax payments and non-compliance. Review/approve all transactions on PERSAL or Pastel for allowances, other benefits, deductions and termination. Check all calculations and supporting documentation for correctness and ensure timeously approval on PERSAL or Pastel. Review that salary claims are done and claimed from other departments by performing/approving the claims reconciliation every month. Capacitate clients on the latest S&T Policies, procedures and prescripts of the Department by means of information sessions, guidelines and other awareness material. Arrange information session to update services providers on the latest disbursement claim procedures. Ensure that the staff establishment is up to date as per HR records. Review and analyse employee cost for budget and projections purposes. Compile and analyse monthly, quarterly and annual reports for employee costs. Ensure compliance to the Employee Cost frameworks and any other prescripts. Review that payrolls and schedules are distributed timeously to Budget Managers and other institutions by checking the payroll register on a weekly basis. Review that certified payrolls are kept safe and that follow-ups are performed monthly on outstanding information. Conduct monthly reconciliation on payrolls distributed and ensure that payrolls are certified as required by Treasury Regulations. Check all calculations and supporting documentation for correctness and ensure timeously approval and payment to the services providers. Ensure that all services providers with PAYE deductions receive their remittance advances. Prepare the monthly journals for PAYE deduction payment. Review that debtors statements are distributed every month. Identify and recommend write-offs of irrecoverable amounts to Line Manager(s). Review that departmental debts are identified and recorded in debtors register and recovered timeously. Tax reconciliation and compliance with tax legislation. Review/approve all tax transactions on PERSAL and PERSAL. Prepare annual, bi-annual, and monthly tax reconciliation to SARS timeously without any differences. Balance manual IRP5 totals with amounts paid to SARS and capture manual IRP5's on SARS software. Provide inputs to the Financial Report on all tasks processed on a monthly basis. Assist auditors with queries as and when required. Prepare inputs for quarterly and annual financial statements.

ENQUIRIES

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