

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular.

- APPLICATIONS** : Applications must be e-mailed timeously to recruit@gtac.gov.za. Applications 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, 09 October 2017 at 12h00
- NOTE** : Only SA Citizens to apply. 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 39/08** : **RESEARCH, LEARNING & EVALUATION REF NO: G025/2017**
TERM: 3 Year Fix-Term Contract
- SALARY** : R1 127 334 – R1 347 879 per annum (All-inclusive Package), Level 14
- CENTRE** : Pretoria
- REQUIREMENTS** : To be considered for this position, the applicant must have a Completed NQF Level 8 Honours in Development/ Public Administration or relevant qualification from accredited educational institution: Training or certification in statistics and quantitative measurements. At least 6-8 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. Facilitate and coordinate information sharing. 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. 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. Constantly engage with project managers and the Communications Unit to develop and document compelling outcome and impact success stories and to foster institutionalisation and internalisation of learning processes. Contribute to the training of project managers and partners on evaluation methodologies. 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. Develop and maintain relationships with Universities, research institutions and other relevant 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. Coordinate and respond to internal and external requests for data and data analysis.

ENQUIRIES

: Kaizer Malakoane Tel no: (012) 315 5442

POST 39/09

: **LEGAL SPECIALIST REF NO: G026/2017**
Term: 3 year fix-term contract

SALARY
CENTRE
REQUIREMENTS

: R948 174 – R1 116 918 per annum (All-inclusive Package), Level 13
: Pretoria
: To be considered for this position, the applicant should have an appropriate post graduate degree e.g. Postgraduate degree in Law (LLB) qualification from an accredited educational institution At least 6-8 years relevant experience in a legal advisory environment. Senior Management experience in a legal environment with specific reference to providing written and oral advice / opinion and performing functions of Corporate Law Advisor. Knowledge of International, Contract, Constitutional Law and relevant legislative frameworks. Ability to structure and negotiate financial transactions. Draft legal agreements, documents and opinions. Conduct Legal research. Ability to ensure all governance and compliance requirements are met with the aim to eliminate potential inappropriate and corrupt practice.

DUTIES

: Conduct and coordinate research into a variety of legal issues. Draft contracts and develop the contracting process for reviewing contracts for compliance. Negotiate contracts on behalf of the GTAC/Jobs Fund. Provide effective and efficient legal advice to various internal stakeholders on legal issues concerning, amongst others the grant management, governance, compliance, litigation, dispute resolution and contract management. Record all new instructions accurately and ensure that all records are easily accessible. Develop a policy document / framework to govern contract management within the Jobs Fund. Develop and maintain a register of standardized templates. Analyse request or instruction for legal support. Allocate request to relevant resource. Ensure quality of advice. Building understanding of legal issues, risks and obligations through advice. Ensure communications and training, especially for other legal services staff and managers. Ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Jobs Fund effectively. Ensuring that professional best practice is achieved and maintained. Develop tactical and operational plan to ensure effective and efficient execution of drafting reviewing and evaluation of contracts. Ensuring compliance to legal standards when contracts are drafted. Ensuring that appropriate amendments and suggestions are effected to minimise risk. Ensure the proper evaluation of contracts to identify risk and compliance. Develop legal guidelines for policy writing and adoption. Develop a legal framework for legislative compliance. Manage the control systems in relation to monitoring trends and track progress to

ensure legal compliance. Provide a conducive climate for legal research. Evaluate the extent of threats and/or risk arising from legal process. Determine legal approach to avoid risk and protect Jobs Fund's interest. Set guidelines and control measures to be followed when in-sourcing legal professionals. Manage stakeholder alignment. Ensure and manage interaction with all relevant Jobs Fund stakeholders and partners. Providing advice to the Head of the Jobs Fund and the Executive Leadership Team across the range of the JF's legal interests, risks and obligations. Ensure legality assurance perspective to the Job Fund's strategic and governance processes, particularly the executive decision-making process. Establishing and maintaining effective public service and professional networks. Working with business units to quality assure the work of both the Legal Services team and external service providers. Develop and manage dispute resolution framework for the Jobs Fund. Analyse nature of and complexity of dispute and allocate to appropriate resource. Monitor and track progress on dispute to decide on appropriate cause of action to be taken (review or implement).

- ENQUIRIES** : Kaizer Malakoane Tel no: (012) 315 5442
- POST 39/10** : **PROJECT MANAGER REF NO: G027/2017**
Term: 3 Year Fix-Term Contract
- SALARY CENTRE REQUIREMENTS** : R948 1743–R1 116 918 per annum (All-inclusive Package), Level 13
: Pretoria
: A relevant graduate degree or qualification (NQF Level 7) in the management of economic development projects. A minimum of 6-8 years' experience in the fields of project and/or programme management, of which at least two (2) should be at a supervisory level. Experience in the management of economic development projects. Experience in working in development agencies and grant management is an advantage. Excellent interpersonal and communication skills. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Excellent report writing skills.
- DUTIES** : Define project scope, goals and deliverables that support business goals in collaboration with senior management and other stakeholders. Form an appropriate core project team for the project. Define the project management approach to be used on the project. Work with the team to identify all the work required to fulfil the scope. Create an integrated project schedule with assigned resources. Create a project budget that reflects the cost of the project. Make trade-offs between cost, scope, and time. Obtain management approval of the project plan. Estimate the resources and participants needed to achieve project goals. Where required, negotiate with other unit managers for the acquisition of required personnel from within the Jobs Fund. Determine and assess need for additional staff and/or consultants and make the appropriate recruitment if necessary during project cycle. Manage project schedule and task details utilizing project management tools such as reports, tracking charts, checklists, and project scheduling software. Draft and submit budget proposals, and recommend subsequent budget changes where necessary. Manage proposed changes to project parameters. Creates project deliverables with the specified level of quality for the project sponsor, on time and within budget, by efficient coordination of project resources and good control of project activities, in order to satisfy the project objectives. Plans, prepares, and maintains project schedules, by realistically estimating activity duration and risks, to meet the Jobs Fund standards. Identify and manage project dependencies and critical path. Track project milestones and deliverables. Manages risk, issues, status, communication, planning, execution, and resources as it relates to the project in order to meet project objectives. Uses proper planning and monitoring techniques to control project costs. Manages scope, schedule, and cost priorities for projects, between various stakeholder groups and within the project team, in order to resolve conflicts. Creates and reviews project documentation and project reports in order to monitor and control project management processes and project deliverables. Proactively manage changes in project scope, identify potential crises, and devise contingency plans. Define project success criteria and disseminate them to involved parties throughout project life cycle. Manages all project activities to align with the strategic direction of the Jobs Fund. Facilitates meetings that may frequently involve a range of issues (e.g. financial procedures,

regulatory requirements, actions involving outside agencies, interdivisional needs, etc.) for the purpose of identifying appropriate actions. Communicate project expectations to team members and stakeholders in a timely and clear fashion. Develop full-scale project plans and associated communications documents. Develop and deliver progress reports, proposals, requirements documentation, and presentations. Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas. Ensure all project documentation (including filing) is completed in accordance with the Jobs Fund's internal system. Maintain a database of contracts pertaining to all Jobs Fund projects responsible for. In conjunction with project administration, ensure variations and extensions of time as well as other contract notices are identified, prepared and submitted in accordance with contract requirements. Ensure project files and registers are up to date at all times. Ensure all project variations are reviewed with the Head of Projects prior to issue to the client. Keep the Head of Projects abreast of disputes relating to variations and disputes as they arise. Ensure to assess and review schedule of works against program for the timely delivery of materials and subcontractors. Prepares a wide variety of often complex materials (e.g. business proposals, marketing presentations, products and services brochures, official letters, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, providing written reference and/or conveying information. Ensure issues/concerns that may arise with clients on the project are promptly addressed and corrected. Ensure all requests for action by client are delivered by formal correspondence and in turn responded by formal correspondence in a timely manner. Develop and maintain sound and co-operative working relationships with clients. Follow up with clients in relation to submitted quotations / variations ensuring any discrepancies are promptly resolved with a view to securing work. Respond promptly and professionally to all client concerns and enquires received ensuring that the Head of Projects is notified of any concerns / issues that are complex in nature. Monitor confirmed variations with a view to ensuring that agreed time frames/ deadlines are being met. Ensure due diligence and FICA requirements are met. Ensure applicants receive the ABC PIMP when required. Ensure the submission of BCA according set timeframes. Ensure that the BC has been received on time. Ensure terms are appropriately agreed with the JFP. Manage the handover of project deliverables from the team to the customer and any supporting groups. Hold a project review to capture lessons learned to pass along to future projects. Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements. Ensure that budget is spent cost-effectively. Ensure effective corporate governance within the PFMA as a basis. Design and implement financial model and measures for the unit. Develop and adhere to correct financial Service Level matrixes. Ensure adherence to budgets and corrective action where required. Continuously align budget and expenditure with strategic outlook of business unit. Provide guidance, direction and support to management and staff on HR budget allocations and usage. Provides leadership and coaching for team members in order to foster professional development in project management. Develop best practices and tools for project execution and management. Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching team on how to conduct the project management process effectively. Determine and analyse training and development needs for project managers and ensure they do the same for their teams. Determine and analyse training and development needs for project managers and ensure they do the same for their teams. Ensure that identified training is budgeted for and executed. Establish and maintain a succession plan for the project management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles. Ensure that project managers create effective workforce plans and recruitment demands plans for their areas. Address poor performance of any team member through the formal Performance Improvement process. Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.

ENQUIRIES

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Kaizer Malakoane Tel no: (012) 315 5442

- POST 39/11** : **EVALUATION, LEARNING SPECIALIST: REF NO: G028/2017 (x2 Posts)**
Term: 3 Year Fix-Term Contract
- SALARY** : R948 174–R1 16918 per annum (All-inclusive Package), Level 13
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum 3 year qualification (NQF 7) in Development/Sociology/Economics or related Social Science field from accredited educational institution; At least 5+ years professional working experience; Experience in conducting evaluations and writing evaluation reports; experience in research; 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. Facilitate and coordinate information sharing. 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. 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. Constantly engage with project managers and the Communications Unit to develop and document compelling outcome and impact success stories and to foster institutionalisation and internalisation of learning processes. Contribute to the training of project managers and partners on evaluation methodologies. 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. Develop and maintain relationships with Universities, research institutions and other relevant 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. Coordinate and respond to internal and external requests for data and data analysis.
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