

**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](http://www.gtac.gov.za) for more information.
- CLOSING DATE** : 25 June 2018 at 12h00.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. 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. The GTAC reserves the right to fill or not fill the advertised posts.

**OTHER POSTS**

- POST 23/11** : **PROJECT MANAGER (GTAC) – REF NO: G009/2018**  
Term: 3 Year Fixed Term Contract
- SALARY** : R779 295 – R917 970 per annum (All-inclusive package) (Level 12)
- CENTRE** : Pretoria
- REQUIREMENTS** : A post graduate qualification in Project Management/Development Studies/ Planning/ Development Economics or equivalent qualification in Public or Business Administration/ Financial and Project Management/ Quality Management/ or related disciplines. At least 3 – 5 years' experience as a Project Manager.
- DUTIES** : Project Initiation; 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. Project Planning; work with the team to identify all the work required to fulfill 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. Resources planning; 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. Execution, Tracking, and Control; 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 needs, 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, maintains a minimum portfolio range of projects numbering between 3 (three) and 6 (six) projects at all times. Project Communication and Reporting; 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. Project Administration; 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. Client Liaison; 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. Investment Process; 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. Project Closeout; 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. People Management; 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 management team on how to conduct the process effectively, determine and analyse training and development needs for managers and ensure they do the same for their teams, determine and analyse training and development needs for 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 management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles, ensure that 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. Financial Management; Ensure that budget is spent cost-effectively, submit monthly budget status, ensure effective corporate governance within the PFMA as a basis, design and implement financial model and measures for the division, 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, monitor and manage the talent management budget.

**ENQUIRIES** :

Kaizer Malakoane Tel No: (012) 315 5442

**POST 23/12** :

**EVALUATION & LEARNING SPECIALIST: JOBS FUND (GTAC) – REF NO: G010/2018**

Term: 3 Year Fixed Term Contract

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R779 295 – R917 970 per annum (All-inclusive package) (Level 12)

Pretoria

Honours Degree in Development, Public Administration, Economics, Sociology, Monitoring & Evaluation and related fields. A Masters degree will be an added advantage. Minimum 6 years' experience in designing and conducting project evaluations, measurement criteria, monitoring project performance, producing best practice guides and report writing. Work experience in a development agency, consulting firm or similar, with specific responsibilities for the conduct of project evaluations as well as project measurement and monitoring. Knowledge of measurement and evaluation frameworks deployed by development agencies. Experience in working on projects in the development sector. Knowledge and experience in evaluation approaches, design and execution will be an advantage. Knowledge and experience in collating, and analysing quantitative and qualitative data for reporting and dissemination.

**DUTIES** :

Evaluation and Learning; develop and maintain an effective evaluation framework for the Jobs Fund portfolio of projects, advise projects, on project theories of change, measurement, evidencing, evaluation design and methodologies and dissemination; feeding back established good practice drawing from previous Jobs Fund and other relevant research work, assess project applications, at design, and advise Jobs Fund oversight and decision making bodies accordingly, conduct project evaluations, prepare case studies and conduct research, advise on and support project-led evaluations to ensure that their design is aligned with the JF evaluation framework, work with the Jobs Fund Team to develop protocols, tools and systems to collect, collate and analyse data in a coherent and participatory manner, refine, assess and document good development practice whilst actively engaging in data collection, audit and evaluation activities, package and disseminate evaluation findings and learnings to a broader audience through, inter alia, journal publications, manage a portfolio of projects, providing technical support to project teams and the projects, train internal and external stakeholders on the Jobs Fund evaluation framework, research findings and implications at both a project and portfolio level, document feedback and disseminate learnings from case studies, reviews and project evaluations, organise meetings, workshops and other discussion forums to establish a dialogue on evaluation design and results. Partner relationship management; participate in the project close-out process for Jobs Fund portfolio projects, liaise and engage with Jobs Fund Partners with regards to the evaluation of their projects, agree on key project evaluation milestones such as procurement, evaluation plans, delivery of reports and dissemination plans. Research; Conduct research and identify good practice in the development of measurement tools, reporting frameworks, evidence collection with specific reference to job creation, write technical notes, journal articles, etc and provide a platform for ideas exchange and systematically disseminate this information. Database Management; ensure the integrity of the project performance data on the Jobs Fund electronic Grant Management System.

**ENQUIRIES** :

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