

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** : 26 October 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. Note: The GTAC reserves the right to fill or not fill the advertised posts.

MANAGEMENT ECHELON

- POST 41/18** : **DIRECTOR: TECHNICAL CONSULTING SERVICES (GTAC) REF NO: G021/2018**
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R1 005 063 per annum (Level 13) (All-inclusive package)
: Pretoria
: A relevant graduate degree (NQF Level 7) in Project Management, Programme Management or Business Administration. Specialisation in project contract management and/or project compliance management or other related field will be an advantage. A minimum of 5 - 7 years' experience in the fields of project and/or programme management, at least 3 of which at a supervisory level. Experience in public service an advantage. Excellent interpersonal communication skills. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Excellent report writing skills.
- DUTIES** : The Development of the Technical Consulting Services (TCS) Strategy, Operational Plan and Project Budget. To manage and Report on Operational Planning and Performance Monitoring against the TCS Strategy and GTAC's Annual Performance Plan and the TCS Operational Plan. To manage the forecasting, planning, implementation and reporting on the TCS budget including donor income and expenditure, voted income and expenditure, and client income and expenditure. The Director will also participate in various TCS Committees and should ensure that information is prepared for, and decisions taken are implemented accordingly. In addition to this, the Director will be responsible for the development and maintenance of TCS Projects Governance Framework and Systems Management, TCS Projects Governance Support and Advice, TCS Projects Budget Management, TCS Projects Implementation Monitoring and Support, TCS Projects Monitoring, Reporting and Evaluation, TCS Knowledge Management, Capability Development and Performance Management.

OTHER POSTS

- POST 41/19** : **ANALYST CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G023/2018**
Term: Permanent
- SALARY** : R697 011 per annum (Level 11) (All-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A qualification must be a Postgrad Degree (NQF Level 8) in Economics of Finance with Master's Degree as an advantage. 4-6 years' experience in economic policy analysis at least 2 of which at a supervisory level. Sound understanding of applied microeconomics. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes Experience in assessing the feasibility of infrastructure projects (specifically in energy and/or transport sector) is an added advantage. Experience in public service an advantage. Excellent communication skills. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Excellent report writing skills.
- DUTIES** : General Analysis and Research; Generate reports analysing the economic impacts of specific capital projects, both existing and proposed. Research and analysis on how to priorities the most desirable projects and optimize the roll-out of national infrastructure to help maximize the economic benefits to society, including maximizing economic growth and job creation. Research and analysis of factors that drive demand for various types of capital projects. Policy Analysis and Advise; Draft briefing notes, memos and presentations. Provide inputs into policy discussions and capital project planning. Quantitative Analysis; Use of quantitative analysis techniques to assess demand for projects, as well as their expected economic impact. Conduct investment appraisal and risk analysis. Establish databases of microeconomic and macroeconomic indicators that are utilized in the quantification of socio-economic impacts. Project Management; Interpret pre-feasibility studies and initiate project to undertake capital project analysis. Liaise with internal and external stakeholders on project analysis outcomes / objectives. Update database of capital projects in the pre-feasibility and feasibility stage.
- ENQUIRIES** : Kaizer Malakoane Tel No: (012) 315 5442
- POST 41/20** : **SENIOR SUPPLY CHAIN PRACTITIONER (GTAC) REF NO: G022/2018 (X2 POSTS)**
Term: Permanent
- SALARY** : R299 709 per annum (Level 08) (Excluding Benefits)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year qualification (NQF Level 7) in Supply Chain Management. At least 3 years' experience in supply chain management environment. Proven knowledge of Public Sector Supply Chain Management. Knowledge of the bidding process. Proven knowledge of Procurement Management. Experience in sourcing of service providers and the management of consultants an added advantage. Knowledge of Legislations & Regulations: PFMA, MFMA, PPPFA and SCM. Compliance with the policies governing the Donor Funds and experience in Donor Funded projects an added advantage. Experience in working with service providers and consultants, both on long and short term basis an added advantage.
- DUTIES** : To deliver a Procurement and Contract Administration service to the GTAC. To ensure the effectiveness and efficiency of delivery of its services by undertaking and implementing the prescribed procurement methodologies. Coordinate (synergise), review and execute the bidding process through the provision of secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents and Publish tender invitations and response handling of bid documents. Review, and compile the list of prospective providers for quotations by compiling terms of reference to invite service providers for an expression of interest. Supervise and source quotations from database according to the threshold values determined by the Regulations. Assist in preparation of procurement weekly and monthly reports. Provide input on supplier performance reporting and Report to the Office of the Chief Procurement Officer on any deviation within the GTAC.
- ENQUIRIES** : Kaizer Malakoane Tel No: (012) 315 5442