ANNEXURE E

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 can be hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online on the GTAC website at https://www.gtac.gov.za/careers. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE: 24 May 2019 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. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm permanent employment. 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 POST

POST 16/15: FINANCIAL ANALYST: JOBS FUND PMU ADMINISTRATION REF NO: G006/2019
Term: 36 Months Fixed Term Contract

SALARY: R869 007 – R1 023 645 per annum (Level 12) (All – inclusive package)
CENTRE: Pretoria
REQUIREMENTS: A relevant 3-year (NQF 7) qualification Degree/Diploma in Accounting or Finance, Post graduate degree Financial Administration, Accounting or a related field will be an advantage. Minimum of 3 years’ experience in reporting, consolidation and financial analysis. Knowledge of Statutory Accounting Principles. To provide reliable, accurate, timely and well-informed advice to the Jobs Fund Team on legal issues and the potential legal implications of various business initiatives and projects. Competencies required: Client Orientation: Client service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term *clients* refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.

DUTIES: Financial Appraisals and Portfolio Reports: Analysis of Corporate Financials, appraising new investment proposals (due diligence) and opportunities, Commercial analysis, financial modelling and analysis, risk and institutional analysis, preparing appraisal/credit reports for submission, preparing disbursement request reports for submission, oversee disbursements to approved projects as well as monitor project progress post investment, reviews and verifies statistical and financial information. Cost Analysis: Identifies financial status by comparing and analyzing actual results with plans and forecasts, provision of
trends and forecasts, provide explanation on processes and techniques and recommend actions, improves financial status by analyzing results and monitoring variances, identify trends and recommend actions to Jobs Fund management, recommends actions by analyzing and interpreting data and making comparative analyses. Accounting and Compliance: Analyzing current and past financial data and performance, identifying trends in financial performance and providing recommendations for improvement, evaluate projects capital expenditures against JF value for money frameworks. Auditing: Examines accounting data for accuracy, appropriateness and documentation, audits document submitted for payment for compliance with Jobs Fund guidelines and prepares and maintains mandated documents as required. Communications and Technical Support: Maintains communication with staff regarding financial matters, provides information and technical support in the development and revision of policies and regulations, assists 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 and provides support to Jobs Fund staff or programs as a fiscal advisor when necessary.

ENQUIRIES: Kaizer Malakoane Tel No: (012) 315 5442