

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

- APPLICATIONS** : 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](http://www.gtac.gov.za) for more information. NB: only online applications will be acceptable.
- CLOSING DATE** : 10 July 2020 at 12h00 pm
- 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, pre-entry certificate into Senior Management Services (SMS), and ID should be submitted. Certification should be not older than 6 months from date of application. 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 the SMS Competency Assessment and security vetting in order to confirm 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. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for. The Pre-entry certificate and have completed the course before the interview. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

**MANAGEMENT ECHELON**

- POST 16/10** : **DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT REF NO: G004/2020**  
(36 Months Fixed Term Contract)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum all-inclusive package (Level 13)  
: Pretoria  
: A degree (NQF level 7 qualification) in Supply Chain Management or related field. Specialized procurement services or a Member of the Chartered Institute of Procurement and Supply (MCIPS) certificate will be an added advantage. A minimum of 6 – 8 years' experience in supply chain and contract management services of which at least 2 years should be in the Public Service. At least 5 years of experience at middle or senior managerial level. Experience in the public service supply chain environment across the SCM value chain is an added advantage. Competencies required: Administrative Operations; knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management as well as the proficiency in excel and report writing. Project Management; Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. Legislative knowledge; Knowledge of the Public Finance Management Act and related Treasury regulations pertaining to procurement and contract management, and the Public Service Act and related DPSA regulations pertaining to public services management. Client Service 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 principle. 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 forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Results Orientation; Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. Strategic Orientation; Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of social, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Supply Chain Management; The design, planning, execution, control and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services and information that add value to the organization. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers and customers. It integrates supply and demand management within and across the organization.

**DUTIES**

: To manage the strategic sourcing and acquisition of professional services on behalf of GTAC projects. Procurement and Supply Chain Planning and Operations Management; Contribute to the development of PSP business plan, and manage the development, implementation, maintenance and reporting on the PSSA (Professional Services Sourcing & Acquisition) annual workplans, budget and performance indicators. Manage and support the capacity, productivity and performance management of PSSA staff. Manage the PSSA office administration and assets management including planning utilization and auditing of office resources and assets, development and implementation of the PSP document management and filing plan. PSSA Governance and Performance Management; Managing the establishment of frameworks and internal controls for the management, in compliance with PFMA regulations, of professional services sourcing and acquisition. Managing the implementation, compliance and relevance of the PSSA frameworks and internal controls. Managing the continuous improvement of the PSSA services and processes. GTAC Professional Services Provider panel registers management; Managing the panel register databases. Managing the annual panel register audits and reporting on the use of services providers, EE profile of service providers and scarce skills. Managing the maintenance and updating of service provider information and compliance status as required. Managing the research, identification and reporting on scarce skill service providers not registered with GTAC. Managing the verification and registration of service providers. GTAC projects capacitation support and advice; manage the establishment and maintenance of stakeholder relationships and consultations with GTAC programme heads, and monitor and ensure the resolution of client queries. Managing the provision of inputs on standard project rates for GTAC service providers including historical cost analysis and future costs forecasting. Managing the costing, budgeting and charge out rate determination for GTAC advisors across the project environment. Professional Services Provider Sourcing; Managing the analysis and planning for GTAC projects capacitation. Manage the capturing of project capacitation agreements into PSP capacitation planning schedule. Managing the sourcing of professional service providers. Managing the processing of professional service provider proposals. Professional Services Provider Acquisition; Managing the coordination and administration of GTAC bid committees functions, bid evaluation and adjudication processes. Manage the provision of secretariat services to bid committees. Managing the preparation and distribution of notifications to non-successful bidders. Managing the consolidation of all bid documentation and preparation of summary reports. Managing the tracking, administration, filing and maintenance of all bid documents for auditing purposes. PSSA information management and reporting; Managing the administration and quality assurance of PSSA information and data. Managing the preparation and supply of PSSA information and documents for compliance checking and auditing purposes. Managing the preparation and submission of PSSA reports. Managing the provision of PSSA information for incursion in the GTAC annual reports. Managing the knowledge and learnings resulting from the application

of PSSA methods, practices and approaches including submitting information for publishing on the GTAC website. Managing the preparation and provision of PSSA information and documents for, and implement decision of the GTAC committees.

**ENQUIRIES**  
**NOTE**

- : Kaizer Malakoane Tel No: (012) 315 5442
- : 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 that are not older than 6 months 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 16/11**

- : **ANALYST - CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G003/2020**  
(Permanent)

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

- : R733 257 per annum (Level 11) (All-inclusive package)
- : Pretoria
- : A postgraduate degree (NQF Level 8) in Economics or Finance. Masters will be an added advantage. 4-6 years' experience in investment appraisal and/or economic research. Sound understanding of applied microeconomics. Sound understanding of economic infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Intermediate understanding of financial modelling techniques. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. 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 electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. Concern for Quality and Order: desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Economic Principles: basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

**DUTIES**

- : Appraisal analysis and advice: Generate appraisal reports analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop quantitative models to assess the expected impacts of specific

infrastructure projects on the fiscus, welfare, economy and the environment. Advise on project configuration, costing, funding and financing, procurement and implementation readiness. Propose alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Develop appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Draft outline report and follow an effective project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various fora related to projects.

**ENQUIRIES**

:

Kaizer Malakoane Tel No: (012) 315 5442