

**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** : 28 June 2021 at 12pm.
- 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. 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 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 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.

**OTHER POSTS**

- POST 21/12** : **MONITORING AND REPORTING SPECIALIST JOBS FUND REF NO: G04/2021**  
Term: 36 Months Fixed Term Contract

- SALARY CENTRE REQUIREMENTS** :
- : R733 257 - R863748 per annum (Level 11), (all-inclusive package)
  - : Pretoria
  - : A degree (NQF level 7 qualification) or equivalent qualification in Economics, Social Sciences or related/relevant field. A postgraduate qualification in Monitoring and Evaluation, and/or Statistical Analysis will be an added advantage. Minimum 6-8 years' experience in monitoring, measurements and evaluation of development programmes and/or projects. 2 years in the managerial position or level, experience in the public service will be an added advantage. Competencies Required: Monitoring, Evaluation and Reporting: In-depth knowledge of establishing monitoring and evaluation frameworks and indicators, and development and implementation of qualitative and quantitative monitoring, evaluation and reporting approaches, methodologies and tools. Project Management: Knowledge of projects management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Grant Management: Knowledge of grant funding (non-repayable funds) and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal and data standardization processes. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programmes and other applications associated with computers

(MSOffice general, Internet and emails) Includes the ability to learn new applications associated with the business. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy.

**DUTIES**

: To monitor and track the performance of a portfolio of Jobs Fund projects, to provide regular reporting on their progress, and to conduct/manage knowledge-generating projects (e.g. evaluations, case studies, etc.), which would include the development of key documents to promote the lessons learned by the organisation. Projects and Monitoring and Reporting Planning: Design and develop monitoring and measurement plans for the Jobs Fund (JF) projects at project inception to ensure integration of monitoring and measurement at all project's phases. Participate in Monitoring and Reporting planning and design meetings for the determination of project outcomes, outputs and measurement criteria. Design of results chains. Identification of data sources for baseline assessments. Development of data collection methods. Develop and submit proposals for JF projects monitoring and reporting systems. Collate, process and lodge of JF monitoring and measurement plans. Establish and communicate JF projects' monitoring and reporting schedule and requirements. Projects Monitoring and Reporting Administration: Review JF project reports from the Grant Management System (GMS). Test the validity and integrity of JF project reported information against norms and standards, and record discrepancies and oversights. Prepare recommendations for the enhancement of processes and procedures. Disseminate data for reporting purposes. Participate in meetings, workshops and other discussion forums to establish dialogue on reported project progress and evaluation results. Monitoring and Reporting Capacity Development and Learning: Ongoing liaison and engagements with Jobs Fund stakeholders regarding the monitoring, evaluation and reporting on all aspects of the project. Conduct awareness and promotion sessions for stakeholders on the utilisation of results-based monitoring, measurements and reporting tools, systems and the Jobs Fund reporting mechanisms. Collate, distribute and file learning reports from client feedback, case studies, reviews and project evaluations. Participate in research networks on job creation, employment and systemic change, and collect, collate, distribute and file participation reports. Monitoring and Reporting processes and tools research and development: Participate in research and benchmarking projects with established international institutions on best practices and trends pertaining to monitoring and reporting, and the preparation, distribution and filing of research reports. Integrate findings into monitoring and evaluation tools and practices. Maintain and update, as required, JF projects' monitoring, evaluation and reporting processes, procedures and tools and processes for, inter

	:	alia, record keeping and referencing. Maintain JF internal and external platforms and mechanisms for the dissemination and interpretation of information.
<b><u>ENQUIRIES</u></b>	:	Kaizer Malakoane Tel No: (012) 315 5442
<b><u>POST 21/13</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE, AUDIT AND VERIFICATION JOBS FUND REF NO: G05/2021</u></b> Term: 36 Months Fixed Term Contract
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum (Level 09), (plus 37% in lieu of benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A degree (NQF level 7 qualification) or equivalent qualification in Finance, Auditing or related/relevant field. A Public Finance Management qualification will be an added advantage. Minimum 2-5 years' experience in Financial Management or Administration of budget and financial auditing. Experience in the public service will be an added advantage. Competencies Required: Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. 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 (MSOffice, Internet, email). Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them. 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. 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. Problem Solving and Analysis: Understanding a situation, issue, problem, 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, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Integrity/Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. 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 efforts. The standard maybe one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively.
<b><u>DUTIES</u></b>	:	To assist with the Jobs Fund project finance administration function, analyzing processing inputs from the stakeholders in terms of the applicable guidelines, policies and regulations. This includes providing administrative support to the

finance unit in respect of fund and project audits, internal control assessment, process improvements, site visits, due diligence reviews, financial verification of project documents and budget preparation for the Jobs Fund and its projects. Financial Administration: Collecting and verifying financial source documents. As a backup to the administrator, assist in procurement processes for service providers & Prepare invoices. Project financial reconciliations. As a backup to the administrator, provide quality control of all documentation. Ensure financial evidence records are compliant with Fund protocols. As a backup to the administrator, provide a coordinating role during key activities such as learning events, key meetings. Verification of project financial records for accuracy and completeness. Budget process: Assist with the compilation of the Jobs Fund's drawdown budgets based on projections from projects. Assist with resource requirements assessment as part of the operations budgeting process. Assist with verification of accuracy and completeness of financial projections and other supporting documentation for projects. Assist with tracking project progress against subsequent financial contractual obligations within the portfolio of projects. Performance analysis and reporting: Assist in the processing of information to determine project budgets for the financial year. Assist in compiling progress reports on the status of all project budgets. Assist in checking accuracy and completeness of project budget submissions for approval by the Deputy Director General. Assist in on site financial evidence verification work for projects as required. Project Audits and verification: Assist in the review of project audits and compilation of progress logs against outcomes of the audits. Support the Jobs Fund and Jobs Fund Partner team as they prepare for Project audit. Assistance with internal control checks of the project portfolio in line with Jobs Fund Guidelines. Assist in the assessment of risks and internal controls by identifying areas of non-compliance; and assistance in evaluating manual and automated financial processes; identifying process weaknesses and inefficiencies and operational issues. Provide suggestions on improving internal controls. Assist in the verification of quarterly financial information for projects to ensure alignment with contracted project terms and milestones. Assists with the compilation of all financial evidence in preparation of the Fund's Audits. Assist in supporting external auditors and their information requirements as part of the Audit process. Preparation of compliance dashboards, training areas, training research and material.

**ENQUIRIES**

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