

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** : 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. NB only online applications will be acceptable.
- CLOSING DATE** : 16 August 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, copies of qualifications (originally certified copies of qualifications will be limited to shortlisted candidates), 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 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.

OTHER POSTS

- POST 26/40** : **LEGAL ADVISOR JOBS FUND PMU REF NO: G10/2021**
(Term: 36 Months Fixed Term Contract)
- SALARY CENTRE REQUIREMENTS** : R869 007 – R1 023 645 per annum (Level 12), (all-inclusive package)
: Pretoria
: A LLB degree (NQF Level 8) or equivalent, with admission as an Advocate or Attorney with Right of Appearance in the High Court. Qualification in Public Law, Constitutional Law and/or Administrative Law is an added advantage. At least 6-8 years' experience in a legal environment, at least 2 of which at a management level. Experience in providing written and oral advice/ opinion and performing functions of Corporate Law Advisor is required. Competencies Required: Administrative Law: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organizational 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. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding: procurement, contract management and services payment. Jobs Fund and grants management labour management and employment in South Africa. 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. 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. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Grant Management: Knowledge of grant funding (non-repayable funds) approaches 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. 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. 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). Project Governance: Knowledge of project risk management analysis and risk controls design, and conducting of due diligence exercises and project audits. 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. Concern for Quality and Order: The 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.

DUTIES

: To assist with the implementation of the Jobs Fund legal strategy and framework, and to conduct research and provide legal advice and support on the establishment and management of funding contracts between the Jobs Fund and clients. Strategy and Research: Provide inputs and feedback on strategic plans and annual reports. Research and provide advice on legal issues arising under domestic and international Administrative and Contract laws as requested. Contracts and Legal instruments: Assist with the establishment, performance and accessibility of the Jobs Fund contract management strategy and framework including the records and signed contracts database and standardised templates register. Draft contracts and develop legal instruments for the reviewing of contracts for compliance (domestic and international). Provide legal advice to stakeholders on legal issues concerning, amongst other, the restricting of state assets, bond issues, financial regulation, procurement issues and Treasury control. Contract Management and Administration: Conduct and provide legal research on projects prior to and after client consultations. Draft and review commercial agreements and contracts to be entered into by the GTAC/ Jobs Fund. Monitor and review compliance with terms and conditions of contracts, analyse legal issues arising, and develop and implement corrective actions and/or solutions. Record all new instructions appended to signed contracts. Professional Legal Assistance: Provide legal advice to clients and client representation at appropriate forums. Draft legal documents, pleadings and opinions. Assist with the writing, reviewing and editing of legal correspondence between Jobs Fund and clients. Knowledge Management: Write papers, reports, opinions, articles, and other documents for publishing on the GTAC/Jobs Fund website. Maintain and update the database of all legal opinions generated for clients and/or the GTAC/Jobs Fund. Client Relationship Management: Identify key staff, and build and maintain relationships and interactions with clients, stakeholders and business representatives. Monitor the level of client satisfaction at regular intervals and after each significant delivery of product or service. Identify and respond to opportunities for providing legal products and services to be the strategic partner of choice within the GTAC/Jobs Fund. Respond to clients' queries and complaints ensuring that corrective action is taken when necessary.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442.Email: Kaizer.malakoane@gtac.gov.za

POST 26/41

: **FINANCIAL ANALYST JOBS FUND PMU REF NO: G11/2021**
(Term: 36 Months Fixed-Term Contract)

SALARY
CENTRE
REQUIREMENTS

: R869 007 – R1 023 645 per annum (Level 12), (all-inclusive package)
: Pretoria
: A Bachelor's degree (NQF Level 7) in Accounting, Finance or Auditing. A postgraduate qualification will be an added advantage. A minimum of 5 years' experience in Financial reporting, auditing, and financial analysis. Public sector and grant management experience will be an added advantage. Experience in appraising, negotiating and closing Project Finance, Corporate Finance transactions. Strong Auditing and or Accounting background, credit and risk analysis skills. Must be able to comprehensively analyse financial statements, and other financial reports. Must be able to independently conduct financial model, budget reviews and analysis. Must be able to independently conduct financial model, budget reviews and analysis. Experience in reporting and financial analysis. Thorough understanding of Generally Accepted Accounting

Principles (GAAP). Knowledge of Statutory accounting principles and of relevant legislative framework and accounting practice (PFMA, Treasury Regulations, GRAP). 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. Policy Development and Management: Knowledge of GTAC-related legislation, the legislative process and public affairs as it pertains to GTAC. Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. 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. 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. 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. 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 spirit. The term "clients" refers to both internal and external clients. 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).

DUTIES

: To ensure financial planning, analysis and financial projections and forecast future revenues and expenditures to establish cost structures and determine capital budgeting for projects. Financial Appraisals and Portfolio Reports: Analysis of Corporate Financials and other relevant reports. Appraises new investment proposals (due diligence) and opportunities. Ensures commercial analysis, financial model analysis, risk and institutional analysis are done. Prepares appraisal reports when necessary. Negotiates on project documents. Prepares disbursement request reports for submission. Oversees disbursements to approved projects as well as monitor project progress post investment. Prepares complex financial reports as mandated by the immediate supervisor. Assists staff in compiling data and interpreting legislated financial reporting requirements and regulations. Reviews and verifies financial information. Determines cost of operations by establishing standard costs; collecting operational data. Cost Analysis: Determines appropriate levels of project costs by establishing standard costs benchmarked with market data; Identifies financial status by comparing and analyzing actual results with plans and forecasts. Guides cost analysis process by establishing and enforcing policies and procedures. 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: Analyses current and past financial data and performance. Reviews Jobs Fund policies for alignment with accounting standards. Identifies trends in financial performance and providing recommendations for improvement. Coordinates with other members of the finance team to review financial information and forecasts. Review financial models and budget projections. Evaluate projects expenditures against Jobs Fund value for money frameworks. Auditing: Examines financial data which include bulk payroll data for validity, accuracy and completeness. Audits document submitted for payment for compliance with Jobs Fund guidelines. Assists Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Prepares and maintains mandated documents as required. Conduct verification checks on submitted financial information, including reviewing payment system exception reporting. Communication 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 and contributing towards fund's learning agenda. Reviews proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Provides support to Jobs Fund staff or programs as a fiscal advisor when necessary.

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POST 26/42 : **GRANT MANAGEMENT SYSTEM IT SPECIALIST JOBS FUND PMU REF NO: G08/2021**
(Term: 36 Months Fixed Term Contract)

SALARY : R733 257 - R863 748 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria

REQUIREMENTS : A degree (NQF level 7 qualification) or equivalent qualification in Information Technology (IT) Computer Science/Business Systems or related/relevant field. A postgraduate qualification in Information Technology will be an added advantage. Minimum 3-5 years' experience in systems development. Good working Knowledge of Information Governance and its application within IT. Advanced Excel and MS Power BI. Knowledge of GIS. Competencies Required: Business IT System: Knowledge, capabilities and practices associated with computer architectures and computer-based information systems related to business operations and mission support. This competency is based on knowledge comprised from one or more of the following interrelated technologies: computer and other hardware, programming languages, commercial operating systems, web or database systems, network hardware and software, IT security and other technologies that pertain to the acquisition, computation, storage, distribution, reporting, and management of information. 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. 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). Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organizational 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. Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, program, 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 for. Involves ability to conduct surveys, studies and other investigations for management operations or related processes to assess and report adequacy, validity and compliance/non-compliance to requirements. Ability to communicate derived audit assessment and recommend, establish, modify and/or implement internal controls to mitigate findings. Security: Work that involves ensuring the confidentiality, integrity, and availability of people, systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Systems Thinking: Orientation to think in system-wide terms with regards to functions or campuses within the system. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. People Empowerment: Shares responsibility with individuals and groups so that they have a deep sense of commitment and ownership. It includes an intent to foster the long-term learning or development of others. Client Service Orientation: Client-service orientation implies helping

or serving others, to meet their needs. It means focusing on discovering those needs and figuring out how to best meet them. The term “clients” refers to both internal and external clients. 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. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view 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. Resilience: Ability to cap one’s emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress.

DUTIES

: To assist the GMS Manager to maintain a dedicated electronic Jobs Fund Grant Management System. To enhance the availability of technical data that supports job creation and evidence-based policy making. Effective utilisation of the Grant Management Information System (GMS): To support the implementation and review of an GMS strategy for the Jobs Fund (JF). To monitor and evaluate the business contingency plan in respect of GMS services (Disaster and Recovery). Reduce development and testing timeframes. To support and monitor changes to the Grant Management System. Grant Management System: Generate statistical data for analyses in the dissemination of information to stakeholders. Development / Maintenance of the Jobs Fund Dashboard. Monitor support and development request logs and align with the requirements of stakeholders. Perform data integrity checks on the GMS through the entire project life cycle and facilitate users’ access to the electronic system. Facilitate the development of GMS: Document policies, procedures and guidelines pertaining to GMS. Draft specifications for proposed functionalities on GMS and the implementation, thereof. Creation of test plans and test results to support the deployment process of enhancements to the production environment. Facilitate training to internal staff and Jobs Fund Partners. Monitor and Report Oversight: Constantly monitor and evaluate oversights on system and related procedures and report discrepancies (including proposed solutions). Maintaining GMS standard operating procedures (SOP). Maintain a log of oversights and issues. Support and implementation of issue logging process (with online users, internal staff and service provider). Stakeholder Engagement: Support the system in conjunction with the Jobs Fund stakeholders to ensure the alignment and integrity of data on GMS. Proactively maintain activities to sustain stakeholders’ level of engagement. Maintain an age analysis matrix on client issues/concerns. Keep a client log on issues raised and resolved. Investment Process: Support the new funding round process in line with set standards (SOP) for the JF or clients of the JF. Monitor GMS system uptime Maintain all standard templates for communication. Execute communication strategy to all applicable stakeholders via the GMS. Focused research done and document provided with multiple solutions explored (incl. costs, impact, implementation timeframes and benefits).

ENQUIRIES

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POST 26/43

: **LEGAL ADMINISTRATOR JOBS FUND PMU REF NO: G09/2021**
(Term: 36 Months Fixed-Term Contract)

SALARY
CENTRE
REQUIREMENTS

: R316 791 – R373 167 per annum plus 37% in lieu of benefits (Level 08)
: Pretoria
: A Bachelor’s degree/ Advanced Diploma (NQF Level 7) in Paralegal studies. At least 3 -5 years’ experience in a legal firm or legal environment. 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
Organisational Awareness: The ability to understand and learn the power relationships in one’s own organisation or in other organisations. Client Service Orientation: Focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. 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. Problem Solving and Analysis: The ability to understand 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. Integrity/Honesty: 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. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. 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). Includes the ability to learn new applications associated with the business.

DUTIES

: To provide legal administrative support to the Jobs Fund. Draft Legal documents: Draft addendums using provided templates. Draft legal letters/documents as and when required by the Legal Advisors or other governance/management structures of the Jobs Fund. Ensure the letters/documents are aligned to resolutions/minutes and input documents which are the basis of the resolutions/minutes. Administration and Support: File management of all Portfolio legal records and documents. Provision of portfolio statistics (related to Legal). Quality assurance and control of all legal documentation implement and maintain version control procedures on all portfolio reports, letters/documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the Legal Unit meetings. Dissemination of information. Ensure /coordinate fast and efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up). Ensure and implement an efficient way of tracking action points from various committees. Ensure and implement an efficient way of tracking feedback from team members/Managers on letters/documents. Ensure and implement an efficient way of tracking responses from JFPs/applicants on letters/documents sent to the JFPs/applicants. Maintain a Register/Action Log of letters/documents sent to JFP. Create, maintain, and enforce a Letters/Addendum Action Log indicating log date, when letters were sent to Project Team, when feedback received from each Project Team Member, when letters sent to MANCO, when received from each MANCO member, when submitted to DDG, and when signed by DDG. This is necessary to unlock bottlenecks. Coordination: Provide Administrative support to Jobs Fund Legal Team by coordinating: travel arrangements; Manage all logistics associated with workshops, conferences (not limited to legal unit i.e. cover JF events); setting up of meetings through the timely distribution and confirmation of invitations, relevant documents, previous minutes and agenda; when required, minute taking, circulation, ensuring sign off and filing of approved minutes, and bookings of suitable venues. Preparation of Action Logs and distribution thereof to relevant Team Members. Provide a coordinating role for the Legal Unit during key annual activities such strategic planning, learning forum etc. Quality Assurance of documents prior to submission and sign off. Attend to reasonable request/ instructions from Legal Specialist and/or legal Advisors as Unit operational requirements dictate from time to time: Manage the identification, quality assurance and checking of programme expenditure source data and information. Manage the analysis of current flow of funds (PET exercise) and expenditure for each programme element per geographical location. Manage the development, quality assurance and submission of the programme expenditure analysis report. FICA Verification: Review FICA documents of all Jobs Fund Applicants and Implementing Partners. Update FICA checklist and follow up on outstanding documents from relevant organisation. Sign off FICA checklist. General Administration: Prepare file of legal documents requiring signature by the Deputy Director General: Employment Facilitation; Prepare Action Logs and distribute to Legal Specialist and DDG: Employment facilitation on a weekly basis. Client Relationships: Establish strong relationships with internal and external stakeholders. Monitor the level of client satisfaction of the Jobs Fund Applicants and Jobs Fund Partners. Respond to clients' queries and complaints ensuring that corrective action is taken when necessary.

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