

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** : 15 October 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 GTAC. All short-listed candidates will be subjected to personnel suitability checks 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: GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

- POST 34/68** : **FINANCIAL ANALYST JOBS FUND PMU REF NO: G13/2021**
(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 and 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. Utilises 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 programmes 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 analysing 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 documents 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.

ENQUIRIES

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

POST 34/69

: **ANALYST - CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G06/2021**
(Term: Permanent)

SALARY CENTRE REQUIREMENTS

: R733 257 - R863 748 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 and/or social 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. 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. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. 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. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. 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 material: 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 maximize 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.

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