

**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 can apply online at [GTAC Online Vacancies Application Form](#) Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information.
- CLOSING DATE** : 14 March 2022 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, a new Z83 that was issued by DPSA in 2021). 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 POST**

- POST 07/12** : **FINANCIAL ANALYST JOBS FUND PMU REF NO: G05/2022**  
(Term: 24 Months Fixed-Term Contract)
- SALARY** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF Level 7) in Accounting, Finance or Economics. A postgraduate qualification will be an added advantage. A minimum of 4 years' experience in financial reporting, auditing, and financial analysis. Public sector and grant management experience will be an added advantage. Competencies Required: 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, and assets are safeguarded; and those revenues and expenditures applicable to operations are properly recorded and accounted. Financial Analysis: Knowledge of financial data analysis including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. 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. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them. 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. 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 analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that

contribute directly to enhanced employment creation in South Africa. Jobs fund regulatory framework: Prepare and maintain mandated documents as required. Review JF policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Jobs fund applications and investment opportunities appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. Jobs fund portfolio of investments analysis: Jobs fund portfolio of investments analysis. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post investment. Jobs fund performance and reporting: Coordinate with other members of the JF PMU to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs fund support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

**ENQUIRIES**

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