

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities. 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** : 27 June 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). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. 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 appointment. 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 21/65** : **RESEARCH ANALYST: JOBS FUND REF NO: G08/2022**
Term: 24 Months Fixed Term Contract
- SALARY CENTRE REQUIREMENTS** : R1 073 187 - R1 264 176 per annum (Level 13), (all – inclusive package)
: Pretoria
: A degree (NQF level 7 qualification) or equivalent qualification in Economics, Development Economics or related/relevant field. A postgraduate qualification in Economics, Development Economics will be an advantage. The Jobs Fund is looking for a motivated individual with a passion for analytics, social development, and creating an impact. This individual will be driving analytics and is expected to: 1) Hit the ground running and quickly develop a comprehensive understanding of the organisation, its strategy, its projects and where it is located within South Africa's development landscape; 2) Immerse themselves in the Jobs Fund performance data and extract useful insights for the Fund; 3) Use their knowledge of South Africa's economy and political climate in their interpretation of job creation and social impact results; 4) Use their creativity to produce hard-hitting and insightful feedback reports and articles that are tailored to different audiences; and 5) Be comfortable working largely independently and ensuring analytics targets are reached. Minimum 6 years' experience working as an Economist/Analyst with experience in conducting empirical research using contemporary research methodologies and conducting in-depth analysis on large and multiple datasets. Must also have experience in high-level analyses of the labour market; economic sectors and financial modelling. Must have preferably published research work. The following further experience will give applicants an advantage: familiarity with and use of the Donor Committee for Enterprise Development Standard (the DCED Standard) in research; experience working with donor funded

development programmes; and experience working in the private sector. Competencies Required: Data Analysis – Expertise in the management and analysis of large and multiple datasets. Summarize data for the production of tables, charts, and graphs. 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. General Management - Process of planning, directing, organising and controlling people and resources within a unit or a sub-unit in order to achieve organisational goals. Economics and/or Finance - Science that studies the allocation of resources to satisfy unlimited wants for capital. 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 (SPSS, STATA, Advanced Excel and MSOffice general). 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. Information Seeking & Sharing - Driven by an underlying desire to know more about things, people or issues, beyond that required in the job. This competency may include searching extensively for exact information, solving problems by asking a series of questions, or stockpiling information that may be of future use. Client 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.

DUTIES

: Conducting Research & Large Database Management and Analysis - Plan for and conduct research and provide strategic inputs on the design of the Jobs Fund funding initiatives. Draft Terms of Reference for and manage research studies to be conducted by external researchers/evaluators. Analyse the portfolio through the review of available data, as well as planning for additional data collection to align with strategic research objectives of the Jobs Fund (JF). Develop metrics for assessing performance trends across job creation models/ sectors in the JF portfolio and how these relate to the wider labour market and economic environment. Develop a detailed understanding the project models that drive job creation, social impact and economic development. Develop innovative and alternative models of assessing the Fund's value for money (including social innovation) to stakeholders. Distil research findings into concise reports and policy recommendations for dissemination to the JF team and external stakeholders. Aligning Portfolio & Business Strategy - Use research findings to inform the JF's business strategy and design by ensuring alignment between the portfolio and the Fund's investment strategy. Learning & Knowledge Management – Work closely with different JF business units and Jobs Fund Partners in identifying key lessons during and post project implementation; ensuring that relevant and up to date content is available for advocacy purposes. Analyse study results and produce insightful feedback reports. Develop Knowledge Management directories and repositories. Develop a knowledge culture (including promoting open communication, collaboration and knowledge sharing) between business units through methods such as knowledge forums and workshops. Networking - Identify strategic audiences through stakeholder mapping and develop targeted knowledge material. Ensure a detailed understanding of the current socio-economic and political climate through stakeholder engagement and assessment. Form research partnerships with credible and key players in the market. Participate in both internal and external discussions/presentations and work through implications, and recommendations based on the data.

ENQUIRIES

: Kaizer Malakoane Tel No: 012 315 5442 or kaizer.malakoane@gtac.gov.za