

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 at <https://www.gtac.gov.za/careers/>. NB only online applications will be acceptable.
- CLOSING DATE** : 30 September 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. ONLY certified copies of qualifications and other relevant documents will 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 2 months 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/>
ERRATUM: Kindly note that the following post was advised in Public Service Vacancy Circular 27 dated 22 July 2022. (1) Chief Director Municipal Finance Improvement Programme with Ref No: G11/2022. The requirements have been amended as follows: A minimum of 5 years at Senior Management level. The date has been extended to 30 September 2022. All candidates who previously applied are encouraged to re-apply.

MANAGEMENT ECHELON

- POST 35/47** : **CHIEF DIRECTOR: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME**
REF NO: G11/2022
 (24 Months Fixed-Term Contract)
- SALARY** : R1 269 951 – R1 495 959 per annum (Level 14), all-inclusive package
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF Level 7) in Finance, Accounting, or another field related to the post deliverables. A minimum of 10 – 12 years' experience in financial management which includes revenue and expenditure controls and internal audit, revenue collection, supply chain management, and financial budgeting and reporting, of which at least 5 years are at Senior Management level. A minimum of 5 years' experience in public service is required at local government level. Experience in public finance management reform initiatives / public sector interventions, risk management, business continuity planning, financial recovery planning and infrastructure and asset management is advantageous. 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. Policy Management: Knowledge of public finance policies and related legislation and regulations, and legislative processes. The ability to monitor legislation that is of interest to Treasury and use a wide variety of resources and tools to develop,

maintain, monitor, enforce and provide oversight of policies and regulations. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. 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, in various forms including: monitoring and checking work and information, clarifying roles and duties, setting up and maintaining information systems. Integrity/ Honesty: Is trustworthy and has the ability to contribute to maintaining the integrity of the organization by displaying high standards of ethical conduct whilst understanding the impact of violating these standards on an organisation, self, and others. Client Service Orientation: The ability to have a Client-service orientation which implies helping or serving others to meet their needs by focusing on discovering those needs, figuring out how to best meet them as well as practicing the Batho Pele principles. The term "clients" refers to both internal and external clients. Team Participation: The ability to work co-operatively with others, working together as opposed to working separately or competitively. Computer Literacy: Knowledge and ability to use computers and technology efficiently and at the right comfort levels using programs and other applications associated with the job (MSOffice, Internet, email). Legislative Knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Change Leadership: The ability to deliver the message of change in both words and actions and motivate people to change whilst energizing and alerting groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Decision Making: The ability to weigh, determine and judge the lowest risk / highest return solution or option to problems, issues, and intentions, based on all relevant information and data and pre-determined decision-making criteria and parameters. Effective Communication: The 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. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Information Sharing: The ability to self-motivate to expand and use one's knowledge and the willingness to share this knowledge with others.

DUTIES

: To lead the MFIP technical assistance and support programme designed to holistically and cooperatively address and build the institutional and technical capacity of municipalities, provincial Treasuries and national Treasury to manage finances in compliance with the MFMA and Chapter 3 of the Constitution. MFIP Strategy, Budget, and Governance and Management: Manage the provision of MFIP inputs to the GTAC strategy and APP, and the development, implementation, monitoring and reporting on the MFIP APP and performance indicators. Manage the preparation, compliance and performance monitoring, record keeping and reporting on the MFIP budget, expenditure and patterns. Participate in, contribute to and implement decisions of the GTAC governance and management committees. Manage the establishment and maintenance of the MFIP management framework and internal controls

including policies and procedures, business processes, guidelines and templates, systems and databases, and delegations register. Manage the lodging, communication, compliance monitoring and periodic reviewing and enhancement where required of the MFIP management framework and internal controls. Manage the provision of support to GTAC audit committee and internal and external audits, including preparation and availability of documentation and information, and the implementation of corrective measures with regard to audit findings. Manage the OAG/GTAC MoA and project charter arrangements to ensure MFIP institutional sustainability and enable improved programme oversight. MFIP Performance and Productivity Management: Manage the capacity and productivity of MFIP including the establishment of posts, recruitment of staff, delegation of work, development of competence, and resolution of issues. Manage MFIP staff performance and learning including the: development, monitoring and reviewing of annual performance plans and indicators, reviewing and reporting of performance results, development and implementation of personal development plans. Oversee and manage, in collaboration with GTAC ICT, the connectivity, applications and databases functionality and performance for MFIP project management and knowledge management. Oversee and manage the utilisation and performance of the MFIP electronic and paper document management system including the filing plan, document security plan, document tracking system and organisational handbook. Oversee the planning and utilisation of the MFIP office resources and assets and auxiliary services. MFIP Services Research and Quality Management: Oversee, guide and monitor the performance and continuous improvement of the MFIP programme and service delivery including: researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, researching and reporting latest trends, updating legislative and regulatory frameworks, building network groups for reference and benchmarking, and knowledge exchange and sharing. Oversee, guide and control the development and continual improvement of methodologies and approaches for the delivery of MFIP services. Manage, in collaboration with PSP, the establishment and maintenance of the MFIP panel of experts in public finance management, specifically: budgeting, revenue management, asset management and supply chain management. Oversee, guide and monitor studies and regulatory reviews of MFIP projects. MFMA Regulatory Framework Management: Oversee and direct the establishment of the MFMA regulations and practice notes and development of MFMA practice guides and circulars in collaboration with the OAG and Programme Steering Committee. Manage consultations with the relevant National Treasury Chief Directorates to co-develop cross cutting initiatives, tools and systems that can be used to strengthen municipal finance management across the board. Oversee and direct attendance of Treasury workshops to ensure that all legislative and regulatory frameworks are updated. MFIP Stakeholder and Client Relationships and Advice: Manage the establishment and maintenance of relationships and partnerships with, and provision of support and advice to stakeholders, clients and partners. Lead and guide the continuous engagement with stakeholders, clients and industry roleplayers on municipal finance management policy and practices. Oversee, guide and monitor the provision of formal and ad hoc technical advice and support to stakeholders and institutions throughout the MFIP project cycle. MFIP Projects Establishment: Determine and manage the planning and preparation of the overall MFIP work programme and performance objectives and indicators, ensuring alignment with the municipal finance management game changers. Manage the development of terms of reference for programme projects and processing of all approval processes for Treasury Approval I, II and III in terms of Treasury Regulation 16. Manage the establishment and signing of memoranda of agreement and project charters, and monitor and approve the identification of procurement, contract and project management risks and development of risk mitigation strategies. Oversee, guide and monitor the procurement, contracting, induction and placement/deployment of Short-Term Technical Advisors to the respective provincial treasuries and participating municipalities and Long-Term Advisors (LTAs) within MFMA support units of provincial treasuries, Budget and Treasury Offices (BTO) of municipalities and NT Chief Directorates. Oversee, guide and monitor the capturing and management of MFIP project agreements, contracts and related documentation and data, ensuring that all electronic and hardcopy project files

are auditable at all times. MFIP Projects Management: Oversee, guide and monitor the development of assigned MFIP technical advisor work plans and reporting structures, and monitor and address performance of to ensure that specified outputs are delivered. Oversee, guide and control MFIP project budgets and expenditure management including: monitoring and reporting on budget risks and recommending remedial strategies. Ensuring the retention of financial information as per prescripts. Monitoring compliance to financial management policies, processes and procedures. Resolution of financial management enquiries returns and reports, inclusive of AG communications. Oversee, guide and monitor the implementation of and compliance to MFIP project information and document management requirements including the: information back-up and recovery plan, filing system and business continuity plan, documents repository and website. Oversee, control and approve the processing and verification of technical advisor project progress reports, time sheets and invoices. Oversee, approve and control the costs, logistics and arrangements for MFIP project meetings, travel and accommodation. Oversee, guide and control the quality assurance of assigned MFIP projects and quality control of all aspects of technical work on MFIP projects. MFIP Projects Reviews, Reporting and Closure: Oversee, guide and monitor the development and submission of MFIP project and budget reports including: project status reports including narrative on project affairs and progress (monthly and quarterly), project exception reports, quarterly project overview reports, annual project status reports including narrative on project progress, project budget reports. Oversee, guide and monitor compliance audits and reviews of MFIP projects and ensure resolution of adverse outcomes. Manage the implementation of MFIP project closure processes including the: recovery of project costs, auditing of project compliance, reviewing of project performance, submission of project governance and oversight reports to the Programme Steering Committee (PSC), publishing of project findings and learnings. Oversee and monitor the processing, quality assurance, uploading, filing and archiving of project documents including: project plans and schedules, project progress reports, project invoices and time sheets, project exception reports (summaries and issues arising), project close-out reports. MFIP Reviews, Research and Knowledge Management: Oversee, guide and control the design and establishment of MFIP knowledge management databases and filing system corresponding to the e-filing structure on the I-drive. Oversee, guide and monitor the development, implementation and maintenance of municipal financial information databases for MFIP projects. Oversee, guide and control the management of the knowledge and learnings resulting from the implementation of the MFIP programme including the: capturing and analysing lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. Oversee, guide and monitor studies and regulatory reviews of MFIP projects. MFIP Capacity Development: Oversee and monitor the publishing and distribution of MFMA practice guides and circulars to project clients, partners and technical advisors. Oversee and monitor needs assessments, and the scheduling and conducting of capacity building sessions on MFMA practice guides and circulars for technical advisors as requested. Oversee, guide and control the distribution of knowledge, research and review publications and reports to stakeholders, clients, partners and advisors. Oversee, guide and control the development and roll-out of MFIP programme knowledge and information sharing events and other knowledge dissemination activities. Oversee and monitor the implementation of coaching and mentoring programmes for interns and other identified municipal staff on MFMA practices and compliance. MFIP Information Management and Reporting: Oversee and manage the preparation and supply of MFIP information and documents for compliance checking and auditing purposes. Oversee and manage the preparation and submission of MFIP reports including: monthly reports on programme status, quarterly overview reports including summary narrative on APP progress, annual performance plan reports on all activities under the MFIP III. Oversee and manage the provision of MFIP information for inclusion in: the GTAC annual report, GBS, BCS and other donor funding reports, other strategic documents. Oversee and manage the preparation and provision of MFIP information and documents for, and implement decisions of, the GTAC committees including EXCO, MANCO and the Projects Selection and Allocation Committee (PSAC). Manage the evaluation and preparation of responses to: PT, NT and AGSA, IDP and SDBIP, Expenditure overview, Internal Audit and Audit Committee.

Manage the development and provision of reports to the Technical Committee on Finance (TCF) on the key strategic game changers, namely: funded budgets, revenue management, Municipal Standard Chart of Accounts (mSCOA), supply chain management (SCM), asset management and audit support. Manage the development and submission of GTAC administrative support services reports to the OAG in terms of the OAG/GTAC MoA and project charter.

ENQUIRIES : Kaizer Malakoane Tel No: 066 2507072
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OTHER POSTS

POST 35/48 : **FINANCIAL ANALYST JOBS FUND PMU REF NO: G15/2022**
(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

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