

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** : 28 October 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 only (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 fully completed and signed Z83 and a detailed Curriculum Vitae only. 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 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.

OTHER POST

- POST 39/113** : **LEGAL ADVISOR JOBS FUND PMU REF NO: G20/2022**
(Term: 24 Months Fixed Term Contract)
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package) PSR 44 will apply to candidates appointed in the salary level.
- CENTRE** : Pretoria
- REQUIREMENTS** : 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 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. 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

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