

**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.*

<b><u>APPLICATIONS</u></b>	:	Potential candidates may apply at <a href="https://www.gtac.gov.za/careers/">https://www.gtac.gov.za/careers/</a> . NB only online applications will be accepted.
<b><u>CLOSING DATE</u></b>	:	04 November 2022 at 12pm.
<b><u>NOTE</u></b>	:	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 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 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>

**MANAGEMENT ECHELON**

<b><u>POST 40/64</u></b>	:	<b><u>CHIEF DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT REF NO: G21/2022</u></b> Term: permanent
<b><u>SALARY</u></b>	:	R1 269 951 per annum (Level 14), all-inclusive package, PSR 44 will apply for applicants already earning in the salary level.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A bachelor's degree (NQF Level 7) qualification in Supply Chain Management or a Commerce qualification with supply chain specialty. A minimum of 10 – 12 years' experience in the procurement and contract management of services, of which at least 5 years are at Senior Management level. Specialisation in demand management and/or contract management is an advantage. Experience in public service and knowledge of public procurement regulations, is advantageous. Competencies required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing 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. 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. Change Leadership: Change leadership is the ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts 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. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view 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. Holding People accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: 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. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. 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. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others to meet the intended objectives. Problem Solving and Analysis: The ability to 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 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. 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). General Management: Knowledge of process of planning, directing, organising and controlling people and resources within a unit or a subunit to achieve organisational goals. Legislative knowledge: Knowledge of the Public Finance Management Act and related Treasury regulations pertaining to procurement and contract management, and DPSA regulations pertaining to contracting of consultants. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting developing and retaining a talented and diverse workforce. Demonstrates concern for individual differences and employee morale and fosters employee development through responsible sharing, learning, and training opportunities. 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. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Supply Chain Management: The design, planning, execution, control, and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services, and information that add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers, and customers. It integrates supply and demand management within and across the organisation.

**DUTIES**

: To ensure that GTAC programmes and projects are strategically and timeously capacitated with expert technical advisors through the provision of legally compliant and fair professional services sourcing, acquisition and contract management advice and services. PSP strategy, budget, governance management: Manage the provision of PSP inputs to the GTAC strategy and APP, and the development, implementation, monitoring and reporting on the PSP APP and performance indicators. Manage the preparation, compliance and performance monitoring, record keeping and reporting on the PSP budget and expenditure. Manage the establishment and maintenance of the PSP business and risk 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 PSP management framework and internal controls. Manage the provision of support to GTAC audit committee and internal and external audits of the PSP, including preparation and availability of documentation and information, and the implementation of corrective measures regarding audit findings. Participate in, contribute to and implement decisions of the GTAC governance and management committees. PSP administration, capacity and staff performance management: Manage PSP staff performance and learning including IPP and indicators development, monitoring and reviewing, performance reviewing and reporting and IDP development and implementation. Manage, in collaboration with ICT, the PSP connectivity, applications and databases functionality and performance. Manage the PSP electronic and paper document management system and filing and archiving plan. Manage the planning and utilisation of the PSP office resources and assets, and auxiliary services. PSP client support and services oversight and control: Manage the establishment and maintenance of relationships and conducting of consultations with GTAC programme heads and monitor and ensure the resolution of queries. Oversee, guide and monitor the performance and continuous improvement of PSP services 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 monitor the development and maintenance of the GTAC service provider costing model including: Conducting market-related professional services cost analyses, conducting GTAC historical cost analyses and future costs forecasting, determining standard rates per professional discipline and per skills level ensuring alignment with DPSA Consulting Rates, oversee, guide and monitor the development and continual improvement of techniques, tools, methodologies and approaches for the delivery of PSP services. GTAC professional services provider panel registers oversight and control: Oversee, guide and monitor the management of the GTAC panel registers including the: coding and organising of occupations and skills sets, analysis and identification of scarce / priority skills, verification, registration and loading of approved service providers, performance, security and integrity of the panel register databases, maintenance and updating of service provider information and compliance status as required, resolution of system accessibility and utilisation issues, Oversee, guide and monitor the annual panel register audits and reporting on the: use of service providers, EE profile of service providers, sectors needing capacitation, sourcing of scarce and priority skills. GTAC professional services demand management oversight and control: Manage, in collaboration with GTAC programme heads, the determination and development of specifications for: Long-term, multi-project professional service providers, long-term, single-project professional service providers, short-term, single-project professional service providers, oversee, guide and monitor the costing of professional service demands and determination of professional service provider availability as per GTAC standard rates and GTAC panel registers, and the production and submission of reports, oversee, guide and monitor the development, capturing and scheduling of GTAC programmes and projects professional services resourcing agreements into the PSP demand management system, and the development of demand management plans, oversee, guide and monitor the sourcing of professional service providers including: Determining the professional services sourcing approach (open/closed), preparing specifications and requests for quotes (RFQs) / requests for bids (RFBs), distributing requests through the GTAC panel registers or, where agreed, through advertising to the open market, conducting bid briefing sessions as required and/or resolving bid queries, preparation of professional services sourcing report including approach, process and cost. GTAC professional services bid management oversight and control: Oversee and monitor the administration and management of professional service provider proposals including the: Receipt, logging and compliance checking of proposals, packaging and submission of proposals to bid evaluation committee (BEC), packaging and submission of shortlisted proposals to the bid adjudication committee (BAC), oversee and monitor the provision of secretariat and

administration services to GTAC bid committees including: Scheduling of bid meetings, preparation and distribution of bid documentation, minuting and documenting of bid committee decisions, oversee, guide and monitor the implementation of bid committee decisions including: Preparation and distribution of notifications to non-successful bidders, preparation and submission of award letter to successful bidder, packaging and submission of successful bidder proposal, bid committee decision and award letter to GTAC programme head and PSP contract management for issuing of contract, oversee and monitor the consolidation of all bid documentation and preparation of summary reports, and the tracking, administration, filing and maintenance of all bid documents for auditing purposes including: Bid specifications, bid briefings and queries responses, provider proposals and related documentation, bid committee documents including bid evaluation and adjudication decisions and award notes. Professional services provider contracts and payments management oversight and control: Oversee, guide and monitor the allocation of contract numbers and preparation, processing, signing and finalisation of service provider contracts, oversee and monitor the registration and lodging of service provider contracts and inputting of information and baseline data, oversee and monitor the induction of service providers on GTAC contract management processes and practices, oversee, monitor and control the management of service provider payment authorisations including the: Receipt and registration of service provider invoices, time sheets and work product and verification against contract stipulations, resolution of invoice issues and/or service provider queries regarding payments, facilitation of payment approvals from relevant GTAC programme head and forwarding of approved invoices for payment with related work product and/or timesheets, updating and maintenance of contract and payment schedules. Professional services provider contracts performance and risk management: Oversee and monitor the identification and recordal of contract risks and risk mitigation strategies. Oversee and monitor the evaluation of project inception reports and recordal of arising project risks affecting professional services contract management. Oversee and monitor the development and implementation of contract performance definitions and risk management and measurement criteria. Oversee and monitor the tracking, monitoring and evaluation of services rendered and deliverables against contract stipulations. Oversee and monitor the preparation of recommendations and/or evaluation of requests, as required, for extensions and changes to contract scope, time and budget. Oversee and monitor the preparation of addendums to contracts and updating of contract schedules as approved. Oversee and monitor the preparation of reports on contracts performance, age analysis and emerging risks where relevant. Professional services provider contracts adjustments and closure oversight and control: Oversee and monitor the processing, administration, and implementation, as required: Contract adjustments including extensions and changes to scope, time and budget, addendums to contracts and updating of contract schedules as approved. Oversee and monitor the closure of service provider contracts including the: Close-out of the contract on the system, production and submission of contract performance and closure reports, filing and archiving of contract documents. Oversee and monitor the administration and quality-assurance of service provider contracts including the: Inputting of information and baseline data, accuracy and verification checks of data inputs regarding, inter alia: Contract adjustments, contract payments, contract deliverables, counting of contracts and verification against the BMIS, maintenance and security of records. PSP information management and reporting oversight and control: Manage the preparation and supply of PSP information and documents for compliance checking and auditing purposes. Manage the preparation and submission of PSP monthly reports, quarterly overview and progress reports and annual performance reports. Manage the preparation and provision of PSP information for inclusion in the GTAC annual report, GBS, BCS and other donor funding reports, and other strategic documents. Manage the preparation and provision of PSP information and documents for, and implement decisions of, the GTAC committees including EXCO, MANCO, PSAC and the Governance and Risk Management Sub-Committee. Oversee, monitor and guide the knowledge and learnings resulting from the application of PSP methods, practices and approaches including the: Capturing and analysis of lessons learnt, production of reports, submission of information for publishing on the

**ENQUIRIES**

GTAC website, implementation of lessons learnt into service provider  
procurement and contract management practices.  
: Kaizer Malakoane Tel No: 066 2507072. Email:  
[Kaizer.malakoane@gtac.gov.za](mailto:Kaizer.malakoane@gtac.gov.za)