

**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>	:	24 February 2023 at 12pm.
<b><u>NOTE</u></b>	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. A duly completed and signed Z83 form (obtainable from any Public Service department) should accompany applications. 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 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 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 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 05/87</u></b>	:	<b><u>CHIEF DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT REF NO: G02/2023</u></b> Term: permanent
<b><u>SALARY</u></b>	:	R1 308 051 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) in Supply Chain Management and/or an equivalent qualification in a related field. A minimum of 10 – 12 years' experience in procurement and contract management services or related disciplines, of which at least 5 years are at Senior Management level. Specialisation in demand management and/or contract management, experience in the Public Service and knowledge of public procurement regulations will be 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.  
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**OTHER POST**

**POST 05/88** : **DEPUTY DIRECTOR: MFIP KNOWLEDGE MANAGEMENT REF NO: G03/2023 (X2 POSTS)**  
Term: Date of assumption of duty till December 2024 Fixed-Term Contract

**SALARY** : R908 502 per annum (Level 12), (all-inclusive package), PSR 44 will apply for applicants already earning in the salary level.

**CENTRE REQUIREMENTS** : Pretoria

A Bachelor's degree (NQF Level 7) in Knowledge Management, information system or equivalent qualification and/or related field. Specialisations in the development and deployment of systems, programming, technology-based learning and information-sharing platforms/solutions. A minimum of 6 – 8 years' experience in ICT, knowledge management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies Required: 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 principle The term "clients" refers to both internal and external clients. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. 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). 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. 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. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order 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 in order to meet the intended objectives. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. Effective Communication: 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. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. 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. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of your efforts. The standard maybe one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Knowledge and 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. Policy Management: Knowledge of public finance policies and the related legislation and regulations, and legislative processes. Includes 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.

**DUTIES**

: To support the MFIP technical support programme within the Knowledge Management (KM) unit of the MFIP. The overall purpose of the unit is to ensure three outcomes: Technology Enablement, Knowledge and Content Management, and Innovation and Grand Challenges. This position will focus on Technology Enablement with related duties for Knowledge and Content Management Knowledge Management: Administer and maintain the programme Knowledge Management artifact register, Facilitate and coordinate the Knowledge Management collection phase. Facilitate the Knowledge Management engagement phase. Facilitate and coordinate peer-review processes. MFIP stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients, and industry role players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP reviews, research and knowledge management: Assist with the design and establishment of the MFIP knowledge management databases and filing system. Assist with the management of knowledge and learnings resulting from the implementation of the MFIP programme: capturing and analysing lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. ICT Governance Management: Assist with the establishment and maintenance of the MFIP ICT governance framework including: ICT policies, procedures and classification systems, ICT service delivery practices, ICT Minimum Interoperability Standards (MIDS), ICT risk mitigation strategies and controls, ICT disaster recovery plans and processes, ICT internal controls and registers for access, security and management. Assist with the implementation, compliance and relevance of ICT policies and procedures including: Developing and circulating guidelines, materials and posters, where relevant, and lodging all documents on the GTAC policy management system, organizing and facilitating capacity-building workshops for all staff on rights and responsibilities, providing support to line management on ICT processes and services, monitoring and addressing issues of non-compliance to the policies, conducting periodic reviews of policies in line with changes to legislation, collective agreements and organizational environment changes, organizing and supporting ICT audits and implementing findings. Manage the continuous improvements of GTAC ICT processes including: Conducting research on latest ICT trends and compiling reports, attending DPSA workshops with regards to ICT to ensure that all legislative and regulatory frameworks are updated, building an interdepartmental network group for reference and benchmarking. Systems

Analysis and Design: Liaise with business analysts, end-users and/or vendors to obtain requirements for new systems or system enhancements. Receive business requirements and conduct technical impact analysis to understand the impact of the required process change and decide on the scope of the project and how it will be delivered. Translate the business requirement into technical designs considering the target environment, existing systems and potential risk and security-related aspects. Investigate and model business functions, processes, and information flows and data structures using methodical and consistent techniques. User Acceptance Testing (UAT): Conduct unit testing of the written code to ensure that it fulfills the requirements as set out in the business functional requirements specifications. Review program code to improve system performance. Uploading of the support plans from various streams within MFIP. User Technical Support & Query Management: Obtain diagnostic data to assist in the investigation and resolution of problems on systems. Match unresolved incidents against existing problems, known errors and other incidents. Support the business during user acceptance testing by resolving any queries and defects to ensure delivery of a system that meets business requirements. Attend to queries on the uploading or amendment of support plans. Ensure that incidents and problems in systems and services are fully recorded and documents. Keep the relevant stakeholders informed of the status of systems and services. Review, to the extent possible, changes in code and the environment that will affect system performance.

**ENQUIRIES**

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