

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 accepted.
- CLOSING DATE** : 27 March 2023 at 12pm.
- NOTE** : 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 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 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/>

MANAGEMENT ECHELON

- POST 09/68** : **DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: G06/2023**
Term: Subject to assumption of duty date contract end 31 December 2024 (Fixed-Term Contract)
- SALARY** : R1 105 383 per annum (Level 13), all-inclusive package PSR 44 will apply for applicants already earning in the salary level
- CENTRE** : Pretoria
- REQUIREMENTS** : A bachelor's degree (NQF Level 7) qualification in Information Systems, Knowledge Management, or equivalent qualification, and/ or other related field. Postgraduate degree will be added as advantage. A minimum of 8 – 10 years' experience in knowledge management, information, and communication technologies, of which at least 5 years are at Middle Management level. Specialisation in Local Government Knowledge Management, programme and/or project management is an advantage. A minimum of 4 years' experience in public service will add as advantage. Experience in public finance management reform initiatives / public sector interventions as well as experience in risk management and business continuity planning, 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. 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). Strategic Orientation: Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of social, economic, market and political issues, trends, processes, and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. 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. 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. 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. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures, and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate, and values. Sharing goals, objectives, and ideas to encourage others to commit to and be enthusiastic about realising the vision. 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. 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.

DUTIES

: To manage the Municipal Finance Improvement Programme (MFIP) knowledge programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation. MFIP Knowledge and Information Management: Design, establish and enhance the MFIP knowledge management and information (KIM) systems and processes, Manage the knowledge and learnings resulting from the implementation of the MFIP programme, including: support the capturing and analyses of lessons learnt, reviewing reports produced, reviewing information to be submitted for publishing on the GTAC website support the implementation of lessons learnt into service practices. Advise and support studies and implementation reviews of the MFIP programme and projects. Advise on MFIP knowledge management information and documents for compliance checking, auditing and innovation purposes. Review and provide support on MFIP knowledge management reporting requirements (monthly, quarterly, and annual). KIM Technology Enablement Implementation, Support & Maintenance: Develop and deploy technology solutions and platforms to enable the MFIP to achieve its strategic and operational objectives. Design and coordinate user support systems and platforms (both basic and advanced support). Coordinate support to users and provide technology enablement solutions Advise on the creation of appropriate media to enable and capacitate users on the MFIP. Advise on the maintenance and enhancement of KIM systems deployed on the MFIP. MFIP Content and Learning Management: Design and oversee the implementation of a content and learning management strategy and plan for the MFIP. Develop content creation systems, procedures, and guidelines. Provide support on the review and quality assurance of knowledge products generated for the MFIP. MFIP strategy, budget, governance and management: Provide inputs to the MFIP Strategic and Annual Performance plans and manage the development, implementation, monitoring and reporting on the programme's performance indicators and operational plan. Provide inputs on the MFIP budget, and manage the preparation, compliance and performance monitoring, record keeping and reporting on the programme budget and expenditure. Provide advice and inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including: policies and procedures, business processes and systems, guidelines and templates. Contribute to and assist with the communication, compliance monitoring and periodic reviewing and enhancement where required of the MFIP programme management framework and internal controls. Support and enable programme audits, including the preparation and availability of documentation and information, and the implementation of corrective measures with regard to audit findings. MFIP services research and quality management: Advise on the performance and continuous improvement of MFIP services and service delivery including: researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, researching and reporting latest trends, providing inputs on the updating legislative and regulatory frameworks building network groups for reference and benchmarking, and knowledge exchange and sharing. MFIP stakeholder and client relationships and advice: Establish and maintain stakeholder and client relationships and provide technical advice and support in line with project agreement and as identified. Provide inputs to engagements with stakeholders, clients and industry role players on municipal finance management practices and outcomes. Manage the provision of formal and ad hoc technical advice and support to stakeholders and institutions throughout the MFIP project cycle. MFIP projects management: Manage the development of assigned MFIP advisors work plans and reporting structures and monitor and address performance to ensure that specified outputs are delivered. Manage the

processing, verification and approval of KIM advisors project progress reports, time sheets and invoices. Manage 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. Manage assigned MFIP project budgets and expenditure 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. Manage the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. Manage the quality assurance of assigned MFIP – KIM projects and quality control of all aspects of KIM work on assigned MFIP – KIM projects. MFIP projects reviews, reporting and closure: Manage the monitoring, evaluation, and reporting on assigned MFIP - KIM projects 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. Manage compliance audits and reviews of MFIP – KIM projects and ensure resolution of adverse outcomes. Manage the close-out of projects including the preparation and submission of: project close-out reports to enable closure of project budgets and cost recoveries, paper trail documents to enable project auditing, project governance and oversight reports, project findings and learnings to enable communication and publishing. Monitor and ensure 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. Manage the development, implementation, and maintenance of municipal financial information databases for assigned MFIP projects. MFIP capacity development: Provide support with the publishing and distribution of MFIP practice guides and circulars to project clients, partners, and technical advisors Advise on the distribution of knowledge, research and review publications and reports to stakeholders, clients, partners, and advisors. Develop and roll-out MFIP programme knowledge and information sharing events and other knowledge dissemination activities.

ENQUIRIES : Kaizer Malakoane Tel No: 066 2507072
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OTHER POST

POST 09/69 : **DEPUTY DIRECTOR MFIP TECHNICAL SUPPORT REF NO: G07/2023**
Term: Subject to assumption of duty date contract end 31 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 : Pretoria
REQUIREMENTS : A Bachelor's degree (NQF Level 7) in Local Government Finance or Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years' experience in local government financial management or related field, at least 2 of which at 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.

DUTIES

: To support the Municipal Finance Improvement Programme (MFIP) technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation. MFIP Projects Establishment: Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers. Develop the terms of reference, formulation of the scope of work and specific objectives for MFIP projects. Develop and implement methodologies and approaches for the delivery of MFIP services. Facilitate and coordinate the identification of procurement, contract and project management risks and development of risk mitigation strategies for MFIP projects. Facilitate and coordinate the procurement, contracting and placement/deployment of MFIP technical advisors to the respective provincial treasuries. Assist with monitoring 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 Implementation: Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisor's project reports and invoices. Efficiently and effectively utilize the assigned MFIP project budgets and expenditure including assist with monitoring and reporting on budget risks and recommending remedial strategies. Assist with ensuring the retention of financial information as per prescripts. Assist with monitoring compliance to financial management policies, processes and procedures. Assist with the resolution of financial management enquiries, returns and reports, inclusive of AG communications. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. Facilitate and coordinate the quality assurance of assigned MFIP projects and quality control of all aspects of technical work on assigned MFIP projects. Prepare needs assessments and assist with the scheduling and conducting of capacity building sessions on municipal finance related practice guides and circulars for technical advisors as requested. MFIP Projects Monitoring & Evaluation and Close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects including: project status reports on implementation progress (monthly, quarterly and annually). Project exception reports, quarterly project overview reports, annual project status reports including narrative on project progress, project budget reports. Facilitate and coordinate 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. Assist with preparing and supplying MFIP project information for National Treasury, GTAC, Parliament and other public/private bodies as required from time to time. Report on the

performance and continuous improvement of MFIP services and service delivery including: researching and benchmarking performance against best-practices, evaluating performance against stakeholder and business needs, researching and reporting latest trends, assist with providing inputs on the updating legislative and regulatory frameworks, building network groups for reference and benchmarking, and knowledge exchange and sharing. Facilitate and coordinate the close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries. Paper trail documents to enable project auditing. Project governance and oversight reports. Project findings and learnings to enable communication and publishing. MFIP Knowledge and Information Management: Monitor and report on 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. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. Provide inputs to the co-development with NT of cross-cutting initiatives, tools and systems for the strengthening of municipal finance management across the sector. Assist with monitoring and ensuring the distribution of municipal finance related knowledge products to project stakeholders, partners and technical advisors. Attend Treasury workshops to ensure that programme inputs are presented on the update of relevant legislative and regulatory frameworks. Facilitate and coordinate the development, implementation and maintenance of municipal financial information databases for assigned projects. MFIP Project 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 Programme Management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents. Assist with providing inputs on the MFIP budget, and assist with the preparation, monitoring, record keeping and reporting on the programme budget and expenditure. MFIP programme management: Assist with providing advice and inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including policies and procedures, business processes and systems, guidelines and templates. Provide support during programme audits, including the preparation and availability of documentation and information, and assist with the implementation of corrective measures with regard to audit findings.

ENQUIRIES

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