

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- 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** : 20 April 2023 at 12h00 pm.
- 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. A recent comprehensive CV should be submitted. 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 post. 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 the 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>. Failure to upload CV and Z83 will results in disqualification.

MANAGEMENT ECHELON

- POST 12/51** : **DIRECTOR: PPP PROJECT EVALUATION REF NO: G08/2023**
Term: Permanent
- 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 degree (NQF level 7 qualification) in Economics, Finance, law and related field. A minimum of 6 – 10 years' experience in economic analysis and or public infrastructure evaluation and or service delivery evaluation at least 5 years' experience at Middle management level. Experience in the public service would be an advantage. Competencies required: 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. Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price, marginalism. Government Knowledge: Knowledge of government tiers and sectors, public expenditure programmes and policies and government service delivery programmes. Grant Management: Knowledge of government funding models including 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. Legislative Knowledge: Knowledge of, amongst others, the Public Finance Management Act, Municipal Finance Management Act, Preferential Procurement Act, and Public Private Partnership 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. Analytical Skills: The ability to analyse, deal with complex information, complex and conflicting scenarios, strategic thinking, systemic thinking, ability to deconstruct and reconstruct concepts, synthesizing concepts and data, strong critical analysis ability. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. 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.

DUTIES

: To enable the establishment of economically viable and socially beneficial PPP projects for government infrastructure build and service delivery programmes. PPP Policy and Regulatory Framework: Provide inputs to the development, annual reviews and ongoing formulation of the NT PPP policy, regulations and practice notes, NT PPP Manual, NT Standardised PPP Provisions and related PPP Guidelines. Provide inputs to the development, implementation and updating of standardised Sectoral PPP Toolkits for the establishment of PPP systems, standards and contracting terms. Provide inputs into the design, development, implementation and maintenance of tools, methodologies and guidelines to enable the appraisal of PPP feasibility studies, structuring of procurement transactions, and management of PPP projects. Track / research / investigate and report / advise / make recommendations on latest trends and best-practices in the PPP management, stakeholder views and experience in PPP implementation, lessons learnt through PPP projects, PPP market shortcomings, fiscal implications and policy gaps in the government development agenda for public infrastructure and improvements to the PPP value proposition. TAS&PPP Marketing and Communications and PPP Advocacy: Provide inputs into and support the design, development and implementation of marketing strategies and targeted initiatives designed to broaden the PPP market and increase PPP competitiveness and share of total infrastructure spend including, inter alia, public events, awareness and promotional campaigns, targeted engagements, and liaison with national and international media. Establish and maintain working relationships and ongoing engagements and liaison with NT PPP policy, regulatory and audit stakeholders and PPP procuring institutions stakeholders. Assist with and ensure the resolution and reporting of stakeholder queries for assimilation into PPP training manuals and communications materials. PPP Projects Inception Advice and Support: Manage the review of proposed PPPs and provision of advice to procuring institutions on PPP project needs analysis and delivery options and bundling of multi-projects. Manage the provision of inputs and technical support on the procurement of the PPP transaction advisor including defining the transaction advisor terms of reference, evaluating bids and making recommendations. PPP Feasibility Studies Appraisal and Advice: Manage the provision of technical advice and support on the preparation of project feasibility studies including the needs analysis, solution options analysis, project due diligence, and economic valuation. Manage the appraisal of PPP project feasibility studies / revised feasibility studies and provision of recommendation and motivation thereto for Treasury Approval 1 or decline including testing of the socio-economic benefits and cost models and assessing the project merits, alignment with government priorities, demand for the project, cost-effectiveness, and implementation likelihood. PPP Procurement Support and Advice: Participate in technical reviews and provision of recommendations and motivations there to for Treasury approval / decline of PPP procurement documents including the Request for Qualification (RFQ) (TA: IIA), Request for Proposal (RFP) (TA: IIA), Best and Final Offer (BAFO) process, and Value-for-Money Report and Negotiation Plan (TA: IIB). Manage the provision of inputs on the negotiations and preparation of the draft PPP agreement and ancillary agreements (service level agreements, funding agreements and payment mechanism) and the PPP agreement management plan. Manage the assessment of draft PPP agreement and ancillary agreements (service level agreements, funding agreements and payment mechanism) and the PPP agreement management plan, and the provision of recommendations and motivations thereto for Treasury Approval III ensuring that: the management plan explains the capacity of the institution and proposed mechanisms and procedures to implement, manage, enforce, monitor and report on the PPP ensuring that the due diligence, including the legal due diligence, has been completed in respect of the accounting officer's or accounting authority / proposed private party competence and capacity to enter into the PPP agreement. PPP Projects Monitoring and Evaluation, Reviewing and Auditing and Closure and Reporting: Manage the provision of inputs on corrective measures for projects that stray from the agreement management plan, and punitive measures in instances of persistent nonperformance. Provide inputs into PPP project efficiencies and effectiveness reviews and make recommendations, if any, for improvements. Manage the provision of inputs on project findings and learnings reports for publishing and communication. Manage the provision of inputs on case studies and impact assessments on closed PPP projects. PPP Capacity Development and Knowledge Management: Provide inputs on the design and development of training programmes and materials to build capacity to within all three spheres of government

on the NT PPP Manual, Standardised PPP Provisions, Sectoral PPP Toolkits, PPP guidelines, and TAS&PPP tools and methodologies. Assist with the implementation of PPP capacity development programmes including the Foundation training programme for national and provincial government officials and the private sector and the Municipal training programme for local government officials and the private sector. Monitor and mentor transaction advisor interns in order to develop affordable, cost-effective PPPs. Build and participate in network groups for reference and benchmarking, and knowledge exchange and sharing, and attend Treasury workshops to ensure that all legislative and regulatory frameworks are updated. Provide inputs to the PPP quarterly report including the writing of articles. Disseminate and share PPP case studies and learnings and PPP quarterly reports with relevant stakeholders. TAS&PPP Strategy, Budget and Governance: Provide inputs to the TAS&PPP budget, and manage the preparation, compliance and performance monitoring, record keeping and reporting on the unit budget and expenditure. Contribute to and assist with the establishment and maintenance of the TAS&PPP management framework and internal controls including policies and procedures, business processes, guidelines and templates, and systems and databases. Support and enable TAS&PPP audits, including the preparation and availability of documentation and information, and the implementation of corrective measures with regard to audit findings. TAS&PPP Staff and Resources Performance Management: Assist with and contribute to staff capacity and productivity management including the establishment of posts, recruitment of staff, delegation of work, and resolution of issues. Assist with and contribute to own and staff performance management and development including work plans and indicators development, performance reviewing, and skills plans implementation. Monitor and ensure compliance with the TAS&PPP electronic and paper document management system and filing and archiving plan. Plan and report on the needs and utilisation of the TAS&PPP office resources and auxiliary services. TAS&PPP Information Management and Reporting: Prepare and supply information and documents for compliance checking and auditing purposes. Prepare and supply monthly status reports, quarterly progress reports and annual overview reports. Prepare and supply information for inclusion in the GTAC annual report, GBS, BCS and other donor funding reports and other strategic documents.

ENQUIRIES : Kaizer Malakoane Tel No: (066) 2507072

OTHER POSTS

POST 12/52 : **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT STRATEGIC MANAGEMENT AND COMMUNICATION UNIT/REF G09/2023**
(Term: 1 year fixed-term Contract)

SALARY : R766, 584.per annum (Level 11) 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 Knowledge Management (KM) or equivalent qualification and/or related field. Specialisations in the Capacity Development, KM and exposure to Innovation, use of technology to execute KM. A minimum of 5 years' experience in knowledge management or related field, at least 2 years 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. 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. 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. 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

:

The overall purpose of the unit is to ensure three outcomes: Technology Support; Knowledge and Content Management, and Innovation and Capacity Building. Innovation and Capacity (KIC)development, Enablement Implementation, Support & Maintenance: Assist with the development, establishment and platforms to enable the GTAC to achieve its strategic and operational objectives. Assist with the design and coordination of KIC platforms. Provide support to GTAC business. Support DD: Communications to expand use of KM on appropriate media and capacitate users on use of KM on social media. Administer and maintain programme database. Support and facilitate learning and webinars. Support preparation of projects and KM compliance reports. 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. Manage the GTAC KM Hub internally and externally. Content Management: Develop, administer, and maintain the programme content plan for capacity building and knowledge sharing. Produce, publish, update and maintain programme content. Facilitate and coordinate programme content produced by business units, for knowledge harvesting and sharing. 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 and clients and provide inputs on policy and practices as required. Prepare formal technical information session with peers and Knowledge institutions on KIC. Reviews, research and knowledge management: Assist with the design and establishment of the GTAC knowledge management based on the KIC framework. Assist with the management of knowledge and learnings resulting from the GTAC Strategy, capturing and analysing lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. GTAC information management and reporting: Prepare and supply knowledge management information and documents for compliance checking and auditing purposes. Prepare and supply knowledge management monthly status reports, quarterly progress reports and annual overview reports.

ENQUIRIES

:

Kaizer Malakoane at Tel No: 066 2507072
Email: Kaizer.malakoane@gtac.gov.za