

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** : 04 August 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 completed upon receiving 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>. Failure to upload CV and Z83 will result in disqualification.

MANAGEMENT ECHELON

- POST 25/28** : **DIRECTOR: PROFESSIONAL SERVICES SOURCING AND ACQUISITION**
MANAGEMENT REF NO: G14/2023
Term: Permanent
- SALARY** : R1 162 200 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 Supply Chain Management, Finance, Public Administration, or related fields. A minimum of 8-10 years' experience in acquisition and contract management at least 5 years' experience at Middle management level. Experience in the public service and Specialized Procurement Services is essential and would be an advantage. Competencies required: 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, contract and financial management. 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, the PPPFA and its Regulations and the National Treasury Prescripts. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the public, the department and its clients. This entails 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 service provider performance. Supply Chain Management: The candidate must display knowledge and experience in the design, planning, execution, control and monitoring of all activities involved in sourcing, acquisition and contract management. This shall include coordination and collaboration with relevant stakeholders, partners, which can be suppliers, intermediaries, third party service providers, and customers. It integrates supply and demand management within and across the organisation. Client Service Orientation: Demonstration of Client-service orientation and ability to support and/ 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.

DUTIES

: To manage the strategic sourcing, acquisition and contracting of professional services on behalf of GTAC projects. Provision of end-to-end support in the procurement value chain. Planning and Operations Management: Contribute to the development of the PSP business plan, and develop, implement, maintain and report on the Directorate annual workplans, budget and performance indicators. Manage and support capacity, productivity and performance management of staff including providing recommendations for the establishment of posts, assisting with the recruitment of staff, delegating work, and assisting with performance plans, performance reviews, development of competence, and resolving issues. Manage the office administration and assets management including planning utilization and auditing of office resources and assets, development and implementation of the PSP document management and filling plan. Governance and Performance Management: Manage the establishment of framework and internal controls for the management, in compliance with PFMA regulations, of professional services procurement including, policies and procedures, business processes, guidelines and templates, panel registers, risk mitigation strategies. Manage the implementation, compliance and relevance of the frameworks and internal controls including; lodging all documents on the GTA policy management system, organising and facilitating capacity-building workshops for and providing support to GTAC project managers on the procurement of professional 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 organisational environment changes, supporting audits, and implementing findings. Manage continuous improvement of the services and processing including researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, organising and or conducting research on latest trends and compiling reports, attending Treasury workshops to ensure that all legislative and regulatory frameworks are updated, building interdepartmental network groups for reference and benchmarking, and knowledge exchange and sharing. GTAC Professional Services Provider Panel Registers Management: Manage the panel register databases including the: coding and organizing, performance and integrity, accessibility and utilisation issues. Manage the annual panel register audits and reporting on the: use of service providers, Employment Equity profile of service providers, sectors needing capacitation and scarce skills. Manage the maintenance and updating of service provider information and compliance status as required. Manage the research, identification and reporting on scarce skill service providers not registered with GTAC. Manage the verification and registration of service providers. GTAC Projects Capacitation Support and Advice: Manage the establishment and maintenance of stakeholder relationships and consultation with GTAC programme heads and monitor and ensure the resolution of client queries. Manage the provision of inputs on standard project rates for GTAC service providers including historical cost analysis and future costs forecasting. Manage the costing, budgeting and charge out rate determination for GTAC advisors across the project environment. Professional Services Provider Sourcing: Manage the analysis and planning for GTAC projects capacitation including; needs analysis, availability analysis, capacitation costings including historical cost analysis and future costs forecasting. Manage the capturing of project capacitation agreements into PSP capacitation planning schedule. Manage the sourcing of professional service providers including the preparation of requests for proposals (RFPs), conducting panel searches, distributing and advertising RFPs. Manage the

sourcing of professional service providers proposal including receipt logging and compliance checking of proposal, packaging and submission proposals to bid committee (BSC), Professional Services Provider Acquisition: Manage the coordination and administration of GTAC bid committees functions, the bid evaluation and adjudication processes. Manage the provision of secretariat services to bid committees including scheduling of meetings, preparing and distributing documentation, minuting and documenting decisions. Manage the preparation and distribution of notifications to non-successful bidders. Manage the consolidation of all bid documentation and preparation of summary reports. Manage the tracking, administration, filing and maintenance of all bid documents for auditing purposes including: bid specifications, provider proposals and related documentation, bid committee documents including bid evaluation and adjudication decisions and award notes. Professional Services Provider Contracts Production: Manage the preparation and signing of service provider contracts and allocation of contract numbers. Manage the registration and lodging of service provider contracts, and inputting of information and baseline data. Manage the induction of service providers on GTAC contract management processes and practices. Contracts Performance Monitoring and Evaluation: Manage the identification of contract management risks and develop risk mitigation strategies. Manage the development and implementation of contract performance definitions and risk management and measurement criteria. Manage the tracking, monitoring and evaluation of services rendered and deliverables against contract stipulations. Manage the preparation of recommendations and/or evaluation of requests, as required, for extensions and changes to contract scope, time and budget. Manage the preparation of addendums to contracts and update contract schedules as approved. Manage the preparation of reports on contracts performance, age analysis and emerging risks where relevant. Contracts Payments Management: Manage the resolution of invoice issues and/or support service provider queries resolutions regarding payments. Manage the support for updating and maintenance of contract schedules for commitments. Contracts Adjustments and Closure Management: Manage the processing, administration and implementation, as required, of contract adjustments including extensions and changes to scope, time and budget addendums to contracts and updating of contract schedules as approved. Manage the closure of contracts including the: system close-out, production and submission of contract performance and closure reports, filing and archiving of contract documents. Compliance Management: CR&PM Governance and Performance Management Support the establishment of internal controls for the management, in compliance with PFMA regulations, of contract risk and performance management including: policies and procedures, business processes, guidelines and templates, contract management system, SCM risk mitigation strategies. Implement, comply with and maintain the relevance of the CR&PM internal controls including facilitating capacity-building workshops and providing support to GTAC project managers on the sourcing of professional 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 organisational environment changes. Supporting CR&PM audits and implement findings. Contract Performance monitoring and evaluation: Identify SCM management risk and develop risk mitigation strategies and reporting. Develop and implement SCM compliance tools, measurement compliance in line with SCM prescripts and reporting. Prepare and supply CR&PM information and documents for compliance checking and auditing purposes. Information Management and Reporting: Manage the administration and quality assurance of information and data including inputting of information and baseline data, maintenance and security of records. Manage the preparation and supply of information and documents for compliance checking and auditing purposes. Manage the preparation and submission of reports including monthly reports, quarterly overview reports including summary narrative on APP progress, annual performance plan reports. Manage the provision of information for inclusion in the: GTAC annual report, GBS, BCS and other donor funding reports. Manage the knowledge and learnings resulting from the application of methods practices, practices and approaches including the: capturing and analysis of lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementation of lessons learnt into service provider sourcing and acquisition practices. Manage the preparation and provision of information and documents

ENQUIRIES

for, and implement decisions of, the GTAC committees including the: Executive Committee (EXCO), Management Committee (MANCO), Projects Selection and Allocation Committee (PSAC), Governance and Risk Management Sub-Committee and internal/ external assurance providers (Auditor General).
: Kaizer Malakoane at (066) 250 7072