

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 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** : 14 August 2023 at 12pm
- 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. 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 26/44** : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT AND COMMUNICATION**
REF NO: G15/2023
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), all-inclusive package
: Pretoria
: A Degree (NQF Level 7) in Business Management, Law and or related fields. A minimum of 10 - 12 years' experience in Strategic Planning, Corporate Governance, Knowledge Management, Communications, Capacity Development, Legal advice, Partnership Management and/or Statutory Reporting is mandatory. At least 5 years at a senior management level. Experience in a management position in the public service will be an advantage. Competencies Required: Project Governance and 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. 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. Legislative Knowledge: Knowledge of Treasury-related legislation, the legislative process, and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to

develop, maintain, monitor, enforce and provide oversight of policies and regulations. 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. Concern for Quality and Order: Desire to see things done logically, clearly and well, in various forms including monitoring and checking work and information, clarifying roles and duties, setting up and maintaining information systems. Integrity/ Honesty: Is trustworthy and has the ability to contribute to maintaining the integrity of the organization by displaying high standards of ethical conduct whilst understanding the impact of violating these standards on an organisation, self, and others. Client Service Orientation: The ability to have a client-service orientation which implies helping or serving others to meet their needs by focusing on discovering those needs, figuring out how to best meet them as well as practicing the Batho Pele principles. The term "clients" refers to both internal and external clients. Team Participation: The ability to work co-operatively with others, working together as opposed to working separately or competitively. Computer Literacy: Knowledge and ability to use computers and technology efficiently and at the right comfort levels using programs and other applications associated with the job (MSOffice, Internet, email). Change Leadership: The ability to deliver the message of change in both words and actions and motivate people to change whilst energizing and alerting 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. Decision Making: The ability to weigh, determine and judge the lowest risk / highest return solution or option to problems, issues, and intentions, based on all relevant information and data and pre-determined decision-making criteria and parameters. Effective Communication: The 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. Emotional Intelligence: The 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. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Information Sharing: The ability to self-motivate to expand and use one's knowledge and the willingness to share this knowledge with others.

DUTIES

: To ensure that the GTAC operates in a strategic, legal and ethical manner, meets its regulatory, statutory and stakeholder reporting requirements, establishes strategic relations across the public economics landscape and builds the capacity of public economics stakeholders. Strategic SMC Operations, Budget, Governance, Legal and Capacity Development: Manage the development, implementation, maintenance and reporting on the Strategic SMC annual performance plan and performance indicators. Manage the forecasting, planning, implementation and reporting on the Strategy budget including donor income and expenditure, voted income and expenditure. Manage the establishment, implementation, maintenance and reporting on the Strategy managing frameworks and internal controls for strategic planning and reporting, compliance management, knowledge and innovation management, legal compliance, general advice, legal support and oversight of legal frameworks, (MOUs, SLAs, etc) communications, strategic relations management and capacity development programmes management including Strategic Planning, policies and procedures, business processes, guidelines and templates, management systems. Manage the capacity, productivity and performance of SMC staff including establishment of posts, recruitment of staff, development of performance plans, review of performance, development of competence, resolution of issues. Manage the SMC office administration and assets management including planning, utilisation and auditing of office resources and assets, development and implementation of the SMC document management and filing plan. Manage the preparation and production of SMC monthly, quarterly and annual reports. GTAC Governance and Compliance

Management: Oversee, monitor and guide the management of the GTAC governance and compliance frameworks, and committees (e.g OMM).The development of quality assurance and implementation of the GTAC governance and compliance framework and systems, provision of administrative and secretariat support and services to GTAC Committees, development, implementation and institutionalisation of the GTAC governance and compliance management framework, GTAC governance , GTAC governance and compliance management audits, GTAC governance and compliance management reporting including the preparation of governance and compliance reports and presentations, GTAC legal frameworks and input into general legal matters. GTAC Strategy Management: Oversee, monitor and guide the GTAC strategy management frameworks including the: development, quality assurance and implementation of strategic planning, measurement and reporting framework, development of GTAC strategic planning and reporting capacity, planning processes and development of plans, measurement of the performance and impact of the GTAC functions and services, analysis and reporting of GTAC projects performance, projects database management, management of regulatory, statutory and stakeholder reporting. GTAC Strategic Relations and Capacity Building: Oversee, monitor and guide the management of the GTAC strategic relations and capacity development of stakeholders including: the establishment and management of strategic relations and stakeholder agreements for the funding, delivery and management of Public Economics Capacity Building (PECB) programmes, the development, planning, implementation, monitoring and recording of the expenditure and outcomes of the PECB annual programme and PECB technical advice and support services, the participation, contributions, and monitoring and recording of the expenditure and outcomes of GTAC representation at national and international conferences, and establishment, communication and knowledge sharing with PECB programme partners and members, the analysis and reporting on PECB programme expenditure and outcome reports and records, management of cost recoveries and preparation of donor funding reports. Management of GTAC website, Knowledge hub, publications and knowledge products, and harvesting of knowledge products. Management of special projects such as winter school and other projects in the office of the head.

- ENQUIRIES** : Kaizer Malakoane at 066 2507072
Email: Kaizer.malakoane@gtac.gov.za
- POST 26/45** : **SENIOR TECHNICAL FINANCE SPECIALIST - JOBS FUND REF NO: G16/2023**
Term: 24 Months Fixed Term Contract
- SALARY** : R1 371 558 per annum (Level 14), (all – inclusive package), PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE** : Pretoria
- REQUIREMENTS** : Post Graduate qualification (NQFL Level 8) in Finance, management or a related field. A qualification in project management would be advantageous. 10-15 years' experience in appraising, negotiating, and closing project finance and corporate finance transactions. Minimum of 7 years' experience in a project management environment. Public sector and grant management experience will be an added advantage. At least 5 years' experience in a senior management position. The incumbent must have strong analytical skills.
- DUTIES** : Technical Support – Financial Appraisals and New Funding Rounds - Providing management and technical support to a team performing appraisals and conducting due diligence on new funding proposals. Management of a team of resources to ensure optimal management of the allocated portfolio of projects. Provide input into the quarterly stakeholder reports. Contribute to the launch of and origination activities of new Calls for Proposals. Provide support in finalising reports and recommendations of new funding proposals to the Technical Evaluation and Investment committees. Providing support to the team presenting recommendations to the Technical Evaluation and Investment committees. Provide support in finalising the contracting of approved projects within prescribed timelines. Showcase the work of the Jobs Fund in various forums. Disbursements - Facilitate continuous efficiency improvements to the Jobs Fund's Grant Management Framework and Procedures. Provide technical support to project teams to ensure optimal management of projects and meeting of the Jobs Fund's annual disbursement

and job targets. Conduct risk-based oversight on projects identified as high risk and perform regular reviews of project and portfolio performance. Design remedial actions to address underperformance. Participate in quarterly Disbursement Panel meetings. Review disbursement memorandums to ensure pertinent issues are adequately addressed and facilitating timeous disbursements to projects. Support allocated team to ensure that projects' annual audit findings are timeously resolved and that appropriate controls are in place to ensure no repeat findings. Internal Business Processes - Conduct baseline assessment of key processes turnaround times to facilitate timeous resolution of issues delaying disbursements to projects. Provide support in the implementation of new technologies to improve operational efficiencies within the Jobs Fund. Support the maintenance of sound governance structures in the Jobs Fund by ensuring all evidence submitted by projects are consistent with agreed means of verification and filing protocols are adhered to. Ensure timeous approvals are required for quarterly project management reports. Effective planning of project site visits (SV) to optimise operational costs. Learning and Growth Agenda - Provide support to the team in improving the visibility of the work and achievements of the Jobs Fund by: Cultivating relationships with key market stakeholders; contributing towards identifying important conferences, indabas, symposiums, and media events etc. for the JF team to attend; participating in these events as a Jobs Fund representative; contribute to the delivery of periodic Jobs Fund webinars to the market. Generate, package, and disseminate research information for specific stakeholders by: Supporting the team in developing terms of reference for evaluations to be conducted; supporting the team in finalising project close-out reports; delivery of Learning Papers/ Research Papers/ Practice Guides/ Articles related to the work of the Jobs Fund. Contribute to the internal learning agenda of the Jobs Fund by: Contributing to the identification of relevant brown bag topics; development of related learning material and presentation to the Jobs Fund team. Coordinate with other members of the finance team to review financial information and forecasts. Stakeholder Management - Maintains communication with staff and other key stakeholders regarding financial matters. Motivates and provides support to project teams to achieve their targets. Provides technical and non-technical support to Jobs Fund staff and other stakeholders. Maintains relationships with all Contracted Intermediaries to ensure sound risk management at the project-level and overall portfolio-level. Risk Management - Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Support the development of appropriate strategies to reduce fund performance risk. Monitoring current projects including risk reporting status, progress updates, and identifying areas that require corrective actions. Strategic Fund Management - Support the relevant Managers in developing and implementing the development finance strategy within the Fund. Own and manage specific processes relating to finance operations as agreed. Train staff on key finance processes. Contribute and facilitate strategic planning sessions within the Jobs Fund and sub-programmes. 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 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. 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. 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. 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. Policy Development and Management - Knowledge of GTAC-related legislation, the legislative process, and public affairs as it pertains to GTAC. Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. 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. Data Analysis - Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Development Financing-Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. 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. Government Knowledge - Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management - Grant Management. Legislative knowledge - Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Systems Thinking- Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. 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 (Office, internet, email). 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. Vision and Purpose - Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values.

- ENQUIRIES** : Kaizer Malakoane at 066 2507072
Email: Kaizer.malakoane@gtac.gov.za
- POST 26/46** : **TECHNICAL FINANCE SPECIALIST - JOBS FUND REF NO: G17/2023**
Term: 24 Months Fixed Term Contract
- SALARY** : R1 162 200 per annum (Level 13), (all – inclusive package), PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (NQF Level 7) in Accounting/Finance/Auditing or a related field. A postgraduate qualification will be an added advantage. Minimum of 10 years' experience in financial reporting, auditing, and financial analysis. Experience in appraising, negotiating and closing project finance and Corporate Finance transactions. At least 5 years of middle management experience. Public sector and grant management experience will be an added advantage. The incumbent must have strong auditing and/or accounting background, credit and risk analysis skills. Must be able to comprehensively analyse financial statements, and other financial reports. Must understand risk and internal controls. Must be able to independently conduct financial models, budget reviews and analysis. Thorough understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of Statutory accounting principles and of relevant legislative framework and accounting practice (PFMA, Treasury Regulations and GRAP).
- DUTIES** : Financial Appraisals and Portfolio Reports - Analysis of Corporate Financials and other relevant reports. Appraising new investment proposals (due

diligence) and opportunities. Commercial analysis, financial model analysis, risk and institutional analysis. Preparing appraisal reports for submission and present the reports for consideration and approval at various committees. Negotiation of financial aspects of approved projects. Preparing disbursement request reports for submission. Oversee disbursements to approved projects as well as monitor project progress post-investment. Prepare complex financial reports as mandated by the immediate supervisor. Assist staff in compiling data and interpreting legislated financial reporting requirements and regulations. Review and verify financial information. Prepare various portfolio reports as required. Provide support to Fund-specific business case submissions to Public Finance. Cost Analysis - Determine appropriate levels of project costs by establishing standard costs benchmarked with market data. Assessment of project financial status by comparing and analysing actual results with plans and forecasts. Enhance the cost analysis process by establishing and enforcing policies and procedures. Provision of trends and forecasts at project and portfolio-level as required. Provide an explanation on processes and techniques and recommend actions. Improve financial status by analysing results and monitoring variances. Identifying trends in financial performance and providing recommendations for improvement. Recommends actions by analysing and interpreting data and making comparative analyses. Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Accounting and Compliance- Analysing current and past financial data and performance at project and portfolio level as required. Review Jobs Fund policies for alignment with Governance Frameworks and accounting standards. Identifying trends in financial performance and providing recommendations for improvement. Coordinate with other members of the finance team to review financial information and forecasts. Review financial models and budget projections at project and portfolio level as required. Evaluate projects expenditures against Jobs Fund value-for-money frameworks. Auditing - Examines financial data which include bulk payroll data for validity, accuracy, and completeness. Audits documents submitted for payment for compliance with Jobs Fund guidelines. Assists Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Prepares and maintains mandated documents as required. Conduct verification checks on submitted financial information, including reviewing payment system exception reporting. Facilitate effective management of the project audit process including resolution of key audit findings at project and portfolio level. Stakeholder Management - Maintain communication with Jobs Fund Partners and other key stakeholders regarding financial matters. Motivate and provide support to project teams to achieve their targets. Provide technical support to Jobs Fund staff and other stakeholders. Represent the Jobs Fund at various committees, events and forums as assigned. Maintain relationships with all Contracted Intermediaries to ensure sound risk management at the project-level and overall portfolio-level. Risk Management - Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Support the development of appropriate strategies to reduce fund performance risk. Keep abreast with external events outside of the Fund and their impact on the Fund at project and portfolio level. Monitoring current projects including risk reporting status, progress updates, and identifying areas that require corrective actions. Prepare appropriate inputs into the Fund's overall risk reporting obligations. Represent the Jobs Fund at various Risk committees as assigned. Assist Jobs Fund Partners in co-creating sufficient mitigations in identified risks as required. 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 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. 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. 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. 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. Policy Development and Management - Knowledge of GTAC-related legislation, the legislative process, and public affairs as it pertains to GTAC, Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. 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. Data Analysis - Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Development Financing - Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. 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. Government Knowledge - Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management - Grant Management. Legislative knowledge - Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Systems Thinking- Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. 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 (Office, internet, email). 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. Vision and Purpose - Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values.

- ENQUIRIES** : Kaizer Malakoane at 066 2507072
Email: Kaizer.malakoane@gtac.gov.za
- POST 26/47** : **TECHNICAL FINANCE SPECIALIST: RISK - JOBS FUND REF NO: G18/2023**
Term: 24 Months Fixed Term Contract
- SALARY** : R1 162 200 per annum (Level 13), (all – inclusive package), PSR 44 will apply to candidates appointed in the salary level
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (NQF Level 7) in Risk Management/Internal Audit or a related field. A CA (SA) or CIMA or ACCA qualification will be an added advantage. Minimum of 8 years' experience in risk management, auditing, and understanding of regulatory compliance requirements. At least 5 years of middle management experience. Experience in leading and motivating teams as part of driving performance. Experience in supporting the appraising, negotiating, and closing of project finance and corporate finance transactions.

Public sector and grant management experience will be an added advantage. The incumbent must be able to comprehensively analyse key agreements and other financial reports. Must be able to prepare detailed risk reports and host technical training sessions with staff. Should be well-versed with the regulatory environment. In depth knowledge and the risk functions policies, standards and procedures. Should have a strong understanding of qualitative and quantitative data analysis methods. Knowledge of relevant legislative frameworks (e.g. PFMA, Treasury Regulations, GRAP.)

DUTIES

: Funding Allocation- Provide a secondary review of identified high-risk Funding proposals and assist teams in the development of appropriate mitigations to minimise risk of approval. Provide a portfolio review of investment proposals and formulate the overall risk profile of proposals based on review to assist committees in their decision making. Accompany project teams on specific due diligence visits on a risk-basis. Review of commercial analysis, financial model analysis, risk and institutional analysis conducted by project teams for identified high-risk projects. Review appraisal reports for submission to various committees. Support project teams at various committees. Review contract documentation and support contracting negotiations Contract Negotiations - Ensure appropriate risk mitigants are contracted for without compromising approved projects. Review high-risk budgets and assist project teams in financial structuring to mitigate key risks. Provide support to appraisal teams & legal to interpret complex contracting documents and agreements. Improve financial status by analysing results and monitoring variances at the fund portfolio level. Governance & Compliance - Review Jobs Fund policies for alignment with Governance Frameworks. Identifying trends in financial performance and providing recommendations for improvement. Assist in the development and or enhancement of programme systems and procedures. Identify and manage implementation risks for the assigned programmes and develop sufficient risk mitigation on identified risks. Support legal and other staff in ensuring Fund compliance with guidelines, and other applicable legislation. Represent the Jobs Fund at the Governance Risk Committee and or other committees as appropriate. Support teams to manage the Audit process for the Fund and sub-programmes the Fund supports. Financial & Performance Risk Management - Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Support the development of appropriate strategies to reduce fund performance risk. Prepare regular reports to various stakeholders. Supports the Finance team to mitigate cashflow risk for the Fund operations. Conduct strategic site visits as part of financial risk management of the project portfolio. Ensure the Jobs Fund develops appropriate risk monitoring & reporting protocols to enhance effective decision-making. Monitoring current projects including risk reporting status, progress updates, and identifying areas that require corrective actions. Stakeholder Management - Maintain communication with Jobs Fund Partners and other key stakeholders regarding financial matters. Motivate and provide support to project teams to achieve their targets. Provide technical support to Jobs Fund staff and other stakeholders. Represent the Jobs Fund at various committees, events and forums as assigned. Maintain relationships with all Contracted Intermediaries to ensure sound risk management at the project-level and overall portfolio-level. 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 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. 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. 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. 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. Policy Development and Management - Knowledge of GTAC-related legislation, the legislative process, and public affairs as it pertains to GTAC, Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. 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. Data Analysis - Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Development Financing - Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. 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. Government Knowledge - Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management - Grant Management. Legislative knowledge - Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Systems Thinking- Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. 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 (Office, internet, email). 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. Vision and Purpose - Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values.

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