

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** : 15 September 2023 at 12h00 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by 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 documents will be limited to shortlisted candidates. 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 security vetting in order to confirm permanent 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. 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 result in disqualification. Note: The GTAC reserves the right to fill or not fill the advertised posts. These positions were previously advertised on DPSA circular. Applicants who previously applied are encouraged to apply for these positions.

MANAGEMENT ECHELON

- POST 31/16** : **DIRECTOR: FINANCIAL MANAGEMENT (REF NO: G13/2023)**
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 Financial Management or related field. Specialisation in Public Finance Management will be an added advantage. A minimum of 8 - 10 years in the field of financial management, at least 5 years of which at a middle management level. Experience at Senior Management level in the public service will be an added advantage. Preference will be given to EE and Gender. Competencies required: Financial Management: Knowledge of financial management governance, risk management and auditing processes, including the design and management of internal control systems. Knowledge of the Sage Pastel Evolution and Caseware will be an added advantage. Legislative Knowledge: Knowledge of the Public Finance Management Act and regulations governing the management of finances in the public service, and any other National Treasury regulations, financial prescripts and generally recognised accepted practices governing the management and accounting of finance. 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.
- DUTIES** : To manage the financial and management accounting functions as identified in the Public Finance Management Act, 1999 and the Treasury Regulations to

ensure sound financial management of the GTAC. Financial Management Operations, Budget, and Capacity Management: Manage and coordinate the development, implementation, maintenance and reporting on the Financial Management annual performance plan and performance indicators. Oversee and coordinate the forecasting, planning, implementation, and reporting on the GTAC budget. Manage and coordinate the capacity, productivity and performance of Financial Management staff including establishment of posts, recruitment of staff, development of performance plans, review of performance, development of competence and resolution of issues. Manage the Financial Management, office administration and assets management including planning, utilisation and auditing of office resources and assets, development, and implementation of the SOM document management system. Manage the preparation and production of Financial Management monthly, quarterly, and annual reports. Manage the month-end and year-end processes to draft Interim and Annual Financial Statements. Oversee and report on Donor funding. Financial Governance Framework Management: Manage the development, implementation, and maintenance of the GTAC financial management framework to meet legislative and regulatory prescripts relating to public finance management and accounting, asset management and payroll administration, and enable compliance to PFMA, GRAP, Treasury Regulations, the interim financial manual, Accounting Officer's Procurement Procedures, GTAC Financial Delegation. Manage the implementation of compliance to GTAC financial policies, procedures, delegations of authority, report and ensure that non-compliance issues are addressed, and recommendations made for amendments to processes and controls. Manage the production, implementation, capacity building and maintenance of budget forecasting methods and tools. Financial Risk and Audit Management: Oversee the Risk processes within the Finance Unit of GTAC. Liaise with internal and external auditors, including preparation and the implementation of corrective measures regarding audit findings. Financial Management Support and Stakeholder Relations: Serve as liaison officer between the clients, service providers and government departments and ensure compliance with financial information management prescripts. Support and give guidance to service providers and consultants on the Unit's payment process. Support and advice on resolution of financial queries.

ENQUIRIES
NOTE

: Kaizer Malakoane Tel No: (012) 315 5442.
: Black Females are encouraged to apply.

OTHER POSTS

POST 31/17

: **ANALYST - CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G11/2023**
Term: Permanent

SALARY

: R811, 560.per annum (Level 11) (All-inclusive package) PSR 44 will apply to candidates appointed in the Salary Level

CENTRE
REQUIREMENTS

: Pretoria
: A postgraduate degree (NQF Level 8) in Economics or Finance. Master's will be an added advantage. 4-6 years' experience in investment appraisal and/or economic research. Sound understanding of applied microeconomics. Sound understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Intermediate understanding of financial modelling techniques. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, 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 in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. 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 electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. 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. 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 (MS Office, Internet, email). Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development and Management: 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. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

DUTIES : Appraisal analysis and advice: Generate appraisal reports analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy and the environment. Advise on project configuration, costing, funding and financing, procurement and implementation readiness. Propose alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice material: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Develop appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Draft outline report and follow an effective project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various for a related to projects. Kaizer Malakoane Tel No: (012) 315 5442

ENQUIRIES

POST 31/18

JUNIOR INFRASTRUCTURE ANALYST REF NO: G012/2023
Capital Projects Appraisal Unit
Term: Permanent

SALARY

R527, 298.per annum (Level10) (Excluding Benefit) PSR 44 will apply to candidates appointed in the Salary Level

CENTRE REQUIREMENTS

Pretoria
A degree (NQF Level 7) in Economics or Finance. Postgraduate qualification will be an added advantage. 3-5 years' experience in investment appraisal and/or economic research. Theoretical understanding of applied microeconomics tools and methodologies. Some understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Basic understanding of financial modelling techniques. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, 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 in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time

sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. 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 electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. 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. 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 (MS Office, Internet, email). Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development and Management: 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. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

DUTIES

: To appraise the feasibility and viability of large infrastructure projects and advise on the value for money, affordability, efficiency, and other impacts. Further, to build public sector capability through research and development of best practice. Appraisal analysis and advice: Contribute to the drafting of appraisal reports or draft specific sections of an appraisal report analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop standard quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy, and the environment. Advise on project configuration, costing, funding, and financing, procurement and implementation readiness. Advise if there are alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Contribute to the development of appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Report on industry development and progress with delivering national infrastructure and assess the impact on debottlenecking the supply side of the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Contribute to the drafting of an outline report or draft specific sections of an outline report; and deliver according to the project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various related to projects.

ENQUIRIES

: Kaizer Malakoane Tel No: (066 2507072)