

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- CLOSING DATE APPLICATIONS** : 10 November 2023 at 12pm
 : 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. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities.
- 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 39/53** : **TEAM LEAD: JOBS FUND REF NO: G04/2023 (X2 POSTS)**
 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 REQUIREMENTS** : Pretoria
 : Bachelor's Degree/Advanced Diploma (NQF 7) in Development Finance; Economics; Business Management; Project Management; Fund Management, or related field. NQF level 7 qualification or internationally recognized certification in Project Management or a related field would be advantageous. Post Graduate qualification in Development Finance; Economics; Business Management; Project Management; Fund Management, or related field would be advantageous. At least 7 years' experience and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 5 years' experience in a middle management position. Strong economics background (Development/Behavioural/Micro) with experience in active labour market interventions. A strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors. 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. Change Leadership - The ability to deliver the message of change in both words and actions and motivate people to

change. It energizes and alerts 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. 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. Integrity/ Honesty - Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing - Establishes, maintains and utilizes a relevant network of contacts 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 Organisational Awareness - The ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. People Development and Management - Mobilises 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. Client 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 spirit. The term "clients" refers to both internal and external clients Problem Solving and Analysis - 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. Resilience - Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. 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. 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. 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 an awareness of societal, 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. 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. Economic Development-Knowledge/ understanding of how labour markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor approaches to development. Corporate Finance/ Project Finance/structured finance/ Grant Management- Specific area of finance dealing with the financial decisions corporations make and the tools as well as analyses used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the

primary goal being the enhancing of corporate value by ensuring that return on capital exceeds cost of capital, without taking excessive financial risks. Policy Development, Management and Dissemination- 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. Project Management- Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/ Knowledge Management- Verbal and writing skills, Stakeholder engagement and writing up case studies. Impact evaluation- Understanding impact evaluation methodologies, implementing evaluation programmes.

DUTIES

: Management of funding round incl. Application, Appraisal and Approval -. Conduct research and provide strategic inputs on the design of the fund and future funding initiatives and develop impact assessment criteria; Assist with the origination of projects to strengthen the Jobs Fund Project Pipeline; Select high-impact projects aligned to a term sheet, JF policies and knowledge outcomes; Provide quality assurance on allocated projects including administration support related to projects i.e., decision records, minutes, etc and support staff and applicants. Contracting - Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs); Support the contracting process through training, negotiations and preparation/ quality assurance of contracting documentation; and implement effective contracting strategies to ensure the process is completed and contracting conditions have been met. Post-Investment Monitoring- Provide input at project monitoring committees (Project Implementation Review Meeting (PIRM)); Participate in the finalisation of Project Close-out Reports (PCR) and Post Implementation Monitoring Reporting Meetings etc; Participate in the design and implementation of the Year-End Review (YER) process and communicate and manage audit logs in the Project Management Unit (PMU) and participate in the finance processes and the preparation of documentation such as secondary bank accounts and surplus documentation. Relationship Management - Implement the relationship management mandate for the Jobs Fund; Develop and maintain strategic relationships with Jobs Fund partners and other stakeholders; Provide oversight/ manage intermediaries and Develop governance frameworks and manage the implementation thereof. Knowledge harvesting and sharing- Implement the internal knowledge agenda strategy for the Jobs Fund which includes the management and/or production of: Practice notes/ Standard Operating Procedures (SOPs), Brown bags and Project Close -Out Reports; Assist with project evaluation work and draft analytical pieces for the Jobs Fund and conduct independent research on active labour market policies and interventions. Talent Management- Assess staff skills gaps & align unit training plan to skills gaps; Deepen the skills and capacity of the team; Manage and guide teams towards the achievement of Jobs Fund deliverables and/or targets and create a high-performing team; Manage resources and balancing work allocations; Assess staff performance throughout the financial year and organise and manage staff events. Strategy Implementation and Risk Management- Implement the disbursement strategy and identify opportunities for improvement; Efficient planning around disbursement including identifying disbursement risks and mitigants, cashflow and impact; Review and update the Jobs Fund Operating Guidelines, Standard Operating Procedures on an ongoing basis; Provide input into the strategic planning processes of the Jobs Fund and adopt strategic projects and drive for better co-ordination and outcomes (escalation of issues, management interventions, risk-based site visit scheduling and length, management attendance of Project Steercoms, etc); Provide support for the development, assessment, and management of project improvement plans; Adherence to disbursement timelines and process as per the Disbursement Framework; Contribute to the development of the risk management framework for the Jobs Fund; Lead the implementation of strategic assignments including the establishment of new programmes and provide inputs into the submission of documents required to facilitate decision-making on additional budget allocations to the Jobs Fund (and related programmes) by relevant stakeholders.

ENQUIRIES

: Kaizer Malakoane at (066) 250 7072 Email: Kaizer.malakoane@gtac.gov.za

<u>POST 39/54</u>	:	<u>TECHNICAL FINANCE SPECIALIST: JOBS FUND REF NO: G17/2023</u> 24 Months Fixed Term Contract
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all – inclusive package). PSR 44 will apply to candidates appointed in the Salary Level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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). 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.

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.

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