ANNEXURE D

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 and reasonable accommodation is provided for persons with disabilities.

APPLICATIONS	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
CLOSING DATE	:	13 May 2025 at 12h00.
NOTE	:	Only South African Citizens, and Permanent Residents need to 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 be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. Female candidates are encouraged to apply. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have 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 at 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 14/36	:	**DIRECTOR: INSTITUTIONAL DEVELOPMENT SUPPORT REF NO: G02/2025** Term: Permanent
SALARY	:	R1 216 824 - R1 433 355. per annum (Level 13). all-inclusive package
CENTRE	:	Pretoria
REQUIREMENTS	:	A degree (NQF level 7 qualification) in public administration or business administration, project management and/or governance or another related field. Postgraduate degree (NQF level 8 qualification) in Social/Economic Sciences or Governance/ Management or equivalent would be advantageous. At least 5 years at Middle/Senior Management level. A minimum of 8 years' experience in public sector programme and/or project management. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, which takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Client Service Orientation: Client service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle. The term clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively with others by considering their points of view in order to respond appropriately. This involves 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. Team Participation: Working co-operatively with others, as opposed to working separately or competitively. Project Management: Knowledge of project

management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring and reporting on project impact, costs, work, and contractor performance. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. 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. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. 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. Demonstrating concern for individual differences and employee morale and fostering employee development through responsible sharing, learning and training opportunities. Resources Planning: Organizing work, setting priorities, and determining resource requirements; short- or long-term goals and strategies to achieve them; coordinating with other organisations or parts of the organisation to accomplish goals; monitoring progress and evaluating outcomes.

DUTIES : To ensure the effective and efficient management of the IDS operations, governance, and project monitoring and reporting, and effective and efficient provision of project implementation support. IDS strategic and operational management: Manage the preparation of IDS inputs for the strategic and operational planning processes, including the GTAC strategic plan and IDS annual performance plan, operational plan, and performance indicators. Manage the preparation and provision of IDS information and documents for strategic and operational meetings, attend/chair meetings as required and implement decisions where required. Manage and contribute to the IDS budgeting and financial reporting processes and documents, including MTEF, operational plan, annual drawings schedule, and adjustments reports. Assess and revise the IDS standard operating procedures and business processes as required. Monitor and coordinate IDS systems use and licence agreements, and enhancements to functionality. Manage the preparation and updating of the IDS risk register and risk reports. Provide project information and documents for compliance checking and auditing purposes. IDS business services and products development and client relationship management: Assist IDS Chief Director with responses to client queries. Manage the implementation of client surveys. Contribute to the development of IDS service offerings and quality assurance framework. Contribute to the development of IDS knowledge products and submission of information for GTAC webinars and publishing on the GTAC website. IDS projects governance management and implementation support: Contribute to and coordinate the establishment and maintenance of the projects governance framework, systems, and controls, and monitor implementation across all project cycle stages including planning, implementation and post evaluation. Manage the IDS project decision process, including attending introductory scoping appointment with the client, review of project concept notes, and completion of IDS project decision forms. Manage the preparation and finalisation of the project governance documents including client memoranda of agreements, project charters, and service provider terms of reference. Manage the administration of project agreement documentation

including registration of projects on the GTAC master project register, capturing of project details and uploading of project charters and client MoAs. Oversee and monitor the initiation of projects including induction of service providers on IDS processes and practices regarding project management, client relationship management, and project work reporting and invoicing. Manage the compliance checking, quality assurance and administration, including filing and archiving, of project documentation. Manage the administration of project extensions / amendments, including contract-related motivations and memos, project terms of reference, and proposed discrete project budget adjustments. Manage the IDS project closure processes, including the review and verification of project close-out reports and verification of project deliverables. IDS project resources and costs recovery management: Manage IDS projects team allocation processes and issuing Instructions to Perform Work and statements of work. Manage the development of procurement plans and liaise with the Professional Services Procurement unit on the initiation of procurement processes. Manage service provider contract files and engagement processes. Oversee the checking, verification and quality assurance of service provider invoices and submission for approval. Oversee project cost recovery and client invoicing processes. IDS Monitoring and Reporting: Manage the production, generation and distribution of IDS management and project reports including Minister's reports, APP progress reports, annual reports and narrative on projects achievements, project progress and status reports. Monitor the submission of project progress reports, and assist with the review and resolution of project-related issues.

ENQUIRIES : HR Enquiries: Kaizer Malakoane 066 250 7072 /kaizer.malakoane@gtac.gov.za

OTHER POSTS

POST 14/37 : **DEPUTY DIRECTOR: MFIP KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: G03/2025**
Term: Date of Assumption of Duty till 30 June 2026 Fixed-Term Contract

SALARY : R1 059 105.per annum (Level 12) all-inclusive package PSR 44 will apply to candidates appointed in the Salary Level

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree (NQF Level 7) in Knowledge Management, information system or equivalent qualification and/or related field. Preference will be given to candidates who have an (NQF Level 7) in ICT. Specialisation in the development and deployment of systems, programming, technology-based learning and information-sharing platforms/solutions. A minimum of 6 – 8 years' experience in ICT, knowledge management or related field, at least 2-3 of which at middle management level. Experience in the public service is an added advantage. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, it takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle The term °clients" refers to both internal and external clients. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Legislative Knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and

constitutional provisions on support, interventions, and capacity building. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. 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. The standard maybe one’s own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Policy Management: Knowledge of public finance policies and the related legislation and regulations, and legislative processes. Includes the ability to monitor legislation that is of interest to Treasury and use a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations.

DUTIES : To support the MFIP technical support programme within the Knowledge Management (KM) unit of the MFIP. The overall purpose of the unit is to ensure three outcomes: Technology Enablement, Knowledge and Content Management, and Innovation and Grand Challenges. This position will focus on Technology Enablement with related duties for Knowledge and Content Management Knowledge Management: Administer and maintain the programme Knowledge Management artifact register, Facilitate and coordinate the Knowledge Management collection phase. Facilitate the Knowledge Management engagement phase. Facilitate and coordinate peer-review processes. MFIP stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients, and industry role players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP reviews, research and knowledge management: Assist with the design and establishment of the MFIP knowledge management databases and filing system. Assist with the management of

knowledge and learnings resulting from the implementation of the MFIP programme: capturing and analysing lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. ICT Governance Management: Assist with the establishment and maintenance of the MFIP ICT governance framework including: ICT policies, procedures and classification systems, ICT service delivery practices, ICT Minimum Interoperability Standards (MIDS), ICT risk mitigation strategies and controls, ICT disaster recovery plans and processes, ICT internal controls and registers for access, security and management. Assist with the implementation, compliance and relevance of ICT policies and procedures including: Developing and circulating guidelines, materials and posters, where relevant, and lodging all documents on the GTAC policy management system, organizing and facilitating capacity-building workshops for all staff on rights and responsibilities, providing support to line management on ICT processes and 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 organizational environment changes, organizing and supporting ICT audits and implementing findings. Manage the continuous improvements of GTAC ICT processes including: Conducting research on latest ICT trends and compiling reports, attending DPSA workshops with regards to ICT to ensure that all legislative and regulatory frameworks are updated, building an interdepartmental network group for reference and benchmarking. Systems Analysis and Design: Liaise with business analysts, end-users and/or vendors to obtain requirements for new systems or system enhancements. Receive business requirements and conduct technical impact analysis to understand the impact of the required process change and decide on the scope of the project and how it will be delivered. Translate the business requirement into technical designs considering the target environment, existing systems and potential risk and security-related aspects. Investigate and model business functions, processes, and information flows and data structures using methodical and consistent techniques. User Acceptance Testing (UAT): Conduct unit testing of the written code to ensure that it fulfills the requirements as set out in the business functional requirements specifications. Review program code to improve system performance. Uploading of the support plans from various streams within MFIP. User Technical Support & Query Management: Obtain diagnostic data to assist in the investigation and resolution of problems on systems. Match unresolved incidents against existing problems, known errors and other incidents. Support the business during user acceptance testing by resolving any queries and defects to ensure delivery of a system that meets business requirements. Attend to queries on the uploading or amendment of support plans. Ensure that incidents and problems in systems and services are fully recorded and documents. Keep the relevant stakeholders informed of the status of systems and services. Review, to the extent possible, changes in code and the environment that will affect system performance

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