

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 to people with disabilities and reasonable accommodation is provided for persons with disabilities.

<u>APPLICATIONS</u>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed 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/
<u>CLOSING DATE</u>	:	05 September 2025 at 12 pm.
<u>NOTE</u>	:	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. 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

<u>POST 30/08</u>	:	<u>TEAM LEAD: PROJECT MANAGEMENT: JOBS FUND PMU REF NO: G08/2025 (X2 POSTS)</u> Term: 24 Months Fixed Term Contract The purpose of this job is to provide strategic and technical advice in the management of the Jobs Fund portfolio of projects and contribute to the knowledge and learning agenda of the Fund.
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (Level 13), (all - inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Advanced Diploma/ BTech degree (NQF 7) as recognised by SAQA in Development Finance; Economics; Business Management; Project Management; Project Finance, or related fields. NQF level 7 qualification or internationally recognised certification in Project Management or a related field would be advantageous. Post Graduate qualification in Development Finance; Economics; Business Management; Project Management; Project Finance, or related field would be advantageous. At least 7 years' experience in investment management 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 7 years' experience and track record in respect of economic project/programme development and support. 5 years of experience at a middle/senior managerial level. 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 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. Change Leadership: The ability to deliver the message of change in both words and actions and motivate people to change. It energises 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 an 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 of 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. Managers demonstrate concern for individual differences and employee morale and foster employee development through responsibility sharing, learning and training opportunities. 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 organising 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: Organises 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 may be 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). 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 regard 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 are 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. Utilises 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.

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: Management of funding round incl. Application, Appraisal and Approval: Conduct research on economic sectors and financial models and provide strategic input on the design of the Fund, future funding rounds and develop impact assessment criteria. Originate new projects to strengthen the Jobs Fund Project Pipeline. Select high-impact projects aligned to the term sheet, Jobs Fund policies and knowledge outcomes. Provide quality assurance on allocated project portfolio, including administrative support related to project decision records, minutes etc. Support staff and applicants with thought leadership on the design of applications. Analyse project applications, including the financial model and advise on the feasibility of the application. Analyse Annual Financial Statements (AFS), Management Accounts, Financial Ratios, past and future cash flows and other financial data to determine the feasibility of the application. Contracting: Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs). Ensure that the contracting ABC PIMP is per the one provided at appraisal to the Jobs Fund Investment Committee (JFIC) and that all numbers are as per the Executive Summary. Ensure that the approved Financial Models are accurately reflected in the contracting documents and are aligned with the Jobs Fund Operating Guidelines. Review Matched Funding agreements and documentation. Provide quality assurance on all contracting documents. Ensure that all contracting conditions have been met and that the Grant Agreement and Annexures are finalised as per the agreed timeframes. Support the Team in resolving all issues related to the finalisation of the Grant Agreement. Post-Investment Monitoring: Ensure the project portfolio is implemented as per the Grant Agreement. This includes ensuring that grant conditions are met, e.g. matched funding, maintenance of approved financial model and job targets. Maintain oversight of the financial records in instances where the Jobs Fund Partner transacts from accounts other than the dedicated project bank account. Ensure that evidence of project indicators, including jobs and financial records, is quality assured and maintained i.e. all project records must be accurate and audit ready in the RACI Folder. Ensure that the project portfolio submissions to governance committees (Disbursement Committee (DP), Project Implementation Review Meeting (PIRM), Secondary Bank Account Meetings (SBA) are quality assured and aligned with Jobs Fund Standards. Quality assure and ensure that Project Close-Out Reports (PCRs), Year-End Review (YER) and Project Surplus processes are finalised timeously. Manage timeous resolution of Audit Logs. Review the Project Financial Audits and ensure that all submitted audits are in line with the Operating Guidelines. Relationship Management: Manage relationships within the Jobs Fund. Manage relationship with Jobs Fund Partners. Identify and build relationship with key stakeholders in the Jobs Fund ecosystem with a view to building the Jobs Fund brand. Proactively identify potential funding sources and opportunities for collaboration at the Fund and Project Level. Knowledge harvesting and sharing: Implement the Jobs Fund internal knowledge sharing strategy which includes the management and/or production of: Practice notes, Standard Operating Procedures (SOPs), Brown bags, Project Close-Out Reports. Implement an external knowledge strategy for the Jobs Fund which includes

the management and/or production of: Research papers/ Learning series, Community of Practice (COP/ Webinars), Newsletters/Opinion Pieces/Social Media and Creating a network of key influencers and stakeholders. Assist with design of project evaluations and the production of Knowledge Pieces. Conduct independent research on Active Labour Market policies and interventions with a view to improving the Jobs Fund response to market conditions. Talent Management: Proactively search for talent to build the Jobs Fund's capabilities. Develop the team so that they achieve and maintain high performance by improving the skills and deepening the capacity of the team. Improve the performance of the team and manage the achievement of team deliverables and targets. Assess staff skills gaps & align unit training plan to skills gaps. Manage team resources. Manage individual team member performance, assess and provide feedback. Organise and manage Team building events. Strategy Implementation and Risk Management: Participate and provide input into the strategic planning processes of the Jobs Fund. Contribute to the development of a risk management framework for the Jobs Fund. Identify portfolio risks, including jobs and disbursement risks, identify and implement mitigation measures and analyse impact. Efficiently implement the jobs and disbursement strategy of the Jobs Fund and identify opportunities for improvement. Review and update the Jobs Fund Operating Guidelines and Standard Operating Procedures on an ongoing basis. Manage strategic initiatives to improve the Jobs Fund's performance. Strategic management of project portfolio performance, including timeous escalation and resolution of issues, risk-based site visits, attendance at Project Steercom meetings, etc. Provide support for the development, assessment, and management of project improvement plans. Implement and adhere to timelines and processes of the Disbursement Framework. Support the development of a business case for the Jobs Fund and provide inputs into the annual budget process

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

OTHER POSTS

POST 30/09

: **MONITORING AND REPORTING SPECIALIST: JOBS FUND PMU REF NO: G09/2025**

Term: 24 months fixed-term contract

The purpose the role is to manage, monitor and track the performance of a portfolio of Jobs Fund (JF) projects; to provide regular reporting on project progress; to design and execute/manage knowledge-generating projects (e.g. evaluations, case studies, etc.), which would include the development of key documents to promote the lessons learned by the organisation; to manage operational matters within the Knowledge & Evaluation Unit, and perform an advisory and supervisory role in the Unit.

SALARY CENTRE REQUIREMENTS

: R1 059 105 – R1 247 574 per annum (Level 12), (all-inclusive)
: Pretoria
: Bachelor's degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Economics, Social Sciences or related fields. A Post graduate qualification in Monitoring and Evaluation, and/or Statistical Analysis will be an advantage. A minimum of 6 - 8 years relevant experience in Monitoring, Measurement and Evaluation of development programmes/ projects, at least 2 years of which at a management level. Experience in the public sector will also be an added advantage. Competencies Required: 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). Includes the ability to learn new applications associated with the business. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardisation processes. 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. Monitoring, Evaluation Reporting and Learning: In-depth knowledge of establishing monitoring, evaluation, reporting and learning (MERL) frameworks and indicators, and development and implementation of qualitative and quantitative MERL approaches, methodologies and tools. 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: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. 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. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. 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. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. 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. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. 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 utilises 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. Problem Solving and Analysis: The ability to understand 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 organising 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. Resources Planning: Organises 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 may be 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:

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Orientation to think in system-wide terms with regard 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. 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.

: This is a senior-level position where core responsibilities are at a programme and supervisory level and include: Supervisory responsibilities over workstream teams and their task delivery. Process, project and resource planning. Independent manager of a portfolio of projects and Monitoring, Evaluation, Reporting & Learning (MERL) representative with internal & external stakeholders. Independent generator of advanced portfolio & programme knowledge and lessons learnt. Supervised dissemination of learnings. Projects Monitoring and Reporting Planning: Design and develop monitoring and measurement plans for JF projects at project inception to ensure integration of monitoring and measurement at all project phases. Lead Monitoring & Reporting (M&R) planning and design meetings for the: determination of project outcomes, outputs and measurement criteria, design of results chains, identification of data sources for baseline assessments and development of data collection methods. Develop and submit proposals for JF project monitoring and reporting systems. Collate, process and lodge JF project monitoring and measurement plans. Establish and communicate JF projects' monitoring and reporting schedule and requirements. Appraise the Project Implementation Monitoring Plans and Theory of Change of new project applications. Advise on the use of job proxies when required. Jobs Fund Projects Monitoring and Reporting Administration and Quality Assurance: Quality assure JF project reports from the Grant Management System (GMS). Test the validity and integrity of Jobs Fund Partner project-reported information against norms and standards, review the evidence submitted by Jobs Fund Partners for accuracy and facilitate the corrections, where required. Align with Donor Community Enterprise Development (DCED) standards. Prepare recommendations for the enhancement of monitoring and reporting processes and procedures. Analyse and disseminate data for reporting purposes. Participate in meetings, workshops and other discussion forums internally and externally to the JF to establish dialogue on reported project progress and evaluation results. Design and manage data verification and quality assurance processes. Supervise and support the verification activities of unit members. Quality-assure documents prior to submission to management. Monitoring and reporting capacity development and learning: Ongoing liaison and engagement with Jobs Fund stakeholders regarding the monitoring, evaluation and reporting on all aspects of the project, and design and implement capacity building sessions where required. Conduct awareness and promotion sessions for stakeholders on the utilisation of results-based monitoring, measurement and reporting tools and systems and the Jobs Fund reporting mechanisms. Collate, analyse and disseminate learning reports from client feedback, case studies, reviews and project evaluations. Participate in research networks on job creation, employment and systemic change, and collect, collate, distribute and file participation reports. Monitoring and reporting processes and tools research and development: Participate in research and benchmarking projects with established international institutions on best practices and trends pertaining to monitoring and reporting, and the preparation, analysis and distribution of research reports. Integrate research findings into monitoring and evaluation tools and practices. Maintain and update, as required, JF projects' monitoring, evaluation and reporting processes, procedures and tools and processes. Lead the internal and external dissemination of Monitoring Evaluation (M&E) knowledge, work on various platforms. Monitoring and reporting management and supervision: Lead project appraisals, providing guidance to team members to ensure comprehensive and well-thought-out reviews. Design, execute and manage research/evaluation projects for the Jobs Fund and convert research/evaluation reports into knowledge products for different audiences. Be responsible for the roll-out of change management processes concerning the uptake of new M&E tools and strategies. Train junior staff on Jobs Fund M&E frameworks and processes. Support and mentor junior staff members, and quality assure their deliverables where required. Support the Head of Monitoring & Evaluation in managing operational matters within

	the unit. Ensure that M&R records and evidence are up to date and ready for audit. Conduct sample reviews of project reports and evidence.
<u>ENQUIRES</u>	: HR Enquiries: Kaizer Malakoane at 066 250 7072 Technical Job Enquiries: jobsfund@treasury.gov.za
<u>POST 30/10</u>	: <u>FINANCIAL ANALYST: JOBS FUND PMU REF NO: G10/2025</u> Term: 24 Months Fixed Term Contract The purpose of this role is to analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa.
<u>SALARY</u>	: R896 436 - R1 055 958 per annum (Level 11), (all-inclusive)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Bachelor's degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Finance or Project Finance, Economics or a related field. A postgraduate qualification in Finance would be advantageous. Minimum 4 years post-training/ internship experience. Experience in public sector would be advantageous. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The 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, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively with others by considering their points of view 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 oneself and others as a result of this awareness, and for managing emotions within oneself and in others. 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. Problem Solving and Analysis: The ability to understand 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 organising the parts of a problem, situation, etc., systematically; 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. Resources Planning: Organises 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. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The 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. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. 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. 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). Includes the ability to learn new applications associated with the business. 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. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. 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: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. 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. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them.

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: Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Assist the Jobs Fund in the management and interpretation of the Auditing regulations and procedures. Jobs Fund Applications and Investment Opportunities Appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. To conduct a financial appraisal of the application, which includes analysing the proposed financial model. Utilise and Quality Assure the Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP) to capture and review the Application proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. Jobs Fund Portfolio Investment Analysis: Analyse investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Prepare and submit surplus memos for implementation projects. Jobs Fund Performance and Reporting: Coordinate with other members of the Jobs Fund Project Management Unit to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial

reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

POST 30/11

: **PROJECT ADMINISTRATOR: JOBS FUND PMU REF NO: G11/2025**

Term: 24 Months Fixed-Term contract

The purpose of this role is to provide project management and administrative support services to the team to enable efficient and smooth operations in the Jobs Fund.

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09), plus 37%

: Pretoria

: A Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Accounting, Commerce, Business or Business Administration, Project Management, Development Studies or related field. A project management or project administration qualification would be advantageous. Minimum of 4 -6 years, experience in a similar role covering the following aspects: Professional/executive-minute taking, Company secretarial governance aspects, Project management experience with strong emphasis on project management support using relevant software i.e. MS Project etc., Administrative experience, including travel arrangements, document preparation and management, support services within teams, Copy editing experience, Use of AI tools to improve administrative processes and document quality. Experience in the use of presentation software such as PowerPoint. Competencies Required: Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may be diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. 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). Typing speed of 50 – 70 words per minute with 98 – 100% accuracy. 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. Resources Planning: The ability to organise work, set priorities and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with other organisations or parts of the organisation to accomplish goals; monitor progress and evaluate outcomes. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view 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 because of this awareness, and for managing emotions within themselves and in others. 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. 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. Team Participation: Works co-operatively with others,

working together as opposed to working separately or competitively. 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. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. 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.

DUTIES

: Project Management Support: Assist in the project planning, execution and monitoring of the programme, leading project planning sessions including: Designing project plans using appropriate software (including MS Project). Managing project progress and adapting work as required. Tracking project deliverables to ensure projects meet deadlines. Conducting project review and creating detailed reports for executive staff. Optimising and improving project management processes and the overall approach where necessary. Overseeing all incoming and outgoing project documentation. Designing risk mitigation plans for effective project administration. Managing relationships with clients and stakeholders. Coordinating staff and internal resources. Diary, Meeting Administration and Telephonic Communications: Schedule and administer appointments and meetings, including: Setting up and confirming appointments and meetings and updating diaries. Preparing and distributing meeting schedules. Organise meetings and make sure all arrangements are made as follows: Booking meeting rooms, parking, presentation aids, and catering and refreshments where required. Scheduling meetings on MS Teams or via Zoom where applicable. Preparing, distributing and processing meeting invitations, directions and agendas. Assisting with the compilation and distribution of meeting packs (hardcopy and/or electronic). Arranging security and transport for delegates from other governments and international institutions, where applicable. Facilitating access to the office and receiving and assisting external and internal visitors and staff. Provide secretariat services to meetings including: Drafting and distribution of minutes. Following up on decisions arising from the meeting. Filing and archiving meeting minutes, notes, agenda, and documents. Professional/executive minute-taking at various committees, including the Investment and Technical Evaluation Committees. Facilitating the company secretarial and/or governance aspects for the various committee structures. Ensuring compliance with relevant governance requirements for various committee structures. Quality assurance of meeting packs, both hard and soft copies. Facilitate and administer telephonic communications as follows: Answering, screening of incoming telephone calls and maintaining a record of outgoing calls where applicable. Develop and maintain an office contact list/directory. Coordinate and submit telephone accounts to the relevant parties monthly. Document Management, Records Keeping, Reports production and Administration Support: Administer and quality assure all electronic and hard copy documents such as correspondence, memoranda, agreements, and reports including: Acknowledging receipt of document, noting priority, and tracking required response and/or handling. Following up on deadlines for documents for submission. Maintaining an accurate log of all documents emanating from the unit that require approval. Assist with the preparation and finalisation of documents including: Taking and/or transcribing dictation and notes. Sourcing, obtaining and/or downloading documents as requested (from the internet and/or other sources). Formatting and typing of documents and compiling presentations. Proof-reading and controlling the quality of the document. Effecting the necessary changes as requested and finalising documents. Recording the distribution, confidentiality and indexing requirements of documents. Produce and distribute documents, including agendas required: Printing/copying, packaging and faxing/delivering / couriering/posting of hard copies. Creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including: Opening and creating files. Indexing, filing, and archiving documents. Updating and maintaining integrity of RACI folders. Conducting electronic data, clean-ups and back-ups. Handling documents with discretion and confidentiality. Travel Arrangements and Claims Administration: Process travel requests,

including confirming budget, obtaining approvals and making travel, transport and accommodation and security bookings as requested. Prepare travel packs, including the meeting itinerary and details and travel documents, schedule and details. Process and administer travel reports and travel claims and reconcile and organise the requisition and reimbursement of subsistence and travel claims. Office Administration: Record and process requests for stationery and equipment, including: Obtaining equipment approval and submitting to the relevant parties. Assessing stationery needs, distributing and reconciling stationery monthly. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs to the relevant parties. Client and Project team's Support: Provide general programme information and assist with the resolution of client queries. Provide administrative and secretarial support to project teams as required and assist with the coordination and administration of project tasks. Compile and maintain project data. Provide procurement support to project teams, including processing procurement requests, supporting procurement processes and processing and submitting invoices and claims for payment.

ENQUIRES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

POST 30/12

: **ASSISTANT DIRECTOR: FINANCE, AUDIT & VERIFICATION SUPPORT**
JOBS FUND PMU REF NO: G12/2025

Term: 24 Months Fixed-Term contract

The purpose of this role is to lead and support the financial administration, audit, and verification functions of the Jobs Fund (JF).

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09), plus 37%

: Pretoria

: A Bachelor's Degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Finance, Accounting, Auditing or related field. A minimum of 2-5 years' experience in financial management or the administration of budgets, accounting and/or financial auditing. Experience in the public service would be advantageous. Competencies Required: 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. 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). Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted for. 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. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. 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 spirit. The term "clients" refers to both internal and external clients. 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. 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 efforts. The standard may be 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). Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. 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.

DUTIES

: This includes overseeing financial planning, budgeting, reporting, internal controls, and compliance with relevant legislation and policies. The role ensures accurate financial documentation, supports audits, and contributes to continuous improvement in financial processes. Financial Administration and Operations: Oversee the collection, verification, and processing of financial documents and invoices. Ensure timely and accurate payments to service providers and consultants. Maintain financial databases and spreadsheets. Process travel claims and compile monthly reconciliations. Ensure the filing and accessibility of financial records for audit purposes. Verification of project financial records for accuracy and completeness. Budgeting and Planning: Assist in the compilation of budget drawdown projections and annual budgets. Support resource requirement assessments and financial projections. Prepare and consolidate budget submissions for MTEF and ENE. Track project progress against financial obligations. Financial Reporting: Compile monthly, quarterly, and annual expenditure reports. Monitor and verify management accounting information. Ensure budget managers provide variance explanations. Prepare databases for reporting and audit purposes. Assist in checking the accuracy and completeness of project budget submissions for approval by the Deputy Director General. Assist in on-site financial evidence verification work for projects as required. Audit and Verification: Assist in the review of project audits and compilation of progress logs against outcomes of the audits. Support the JF and JFP team as they prepare for the JF Project audits. Verify financial records and ensure compliance with Fund protocols. Assist in risk assessments and process improvement initiatives. Assist with the compilation of all financial evidence in preparation for the Fund's Audits. Assist in supporting external auditors and their information requirements as part of the Audit process. Procurement and Contract Management: Develop and implement procurement plans. Assist in procurement processes and contract management. Ensure compliance with GTAC procedures and guidelines. Asset and Bank Reconciliation: Maintain fixed asset registers and conduct asset verification. Prepare payroll and cost recovery journals. Perform monthly bank reconciliations. Stakeholder Engagement: Liaise with internal and external stakeholders on financial matters. Provide guidance on workflow processes and compliance requirements. Support with service providers and consultants.

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