ANNEXURE F

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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 the position/s on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/

CLOSING DATE : 07 November 2025 at 12 pm.

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 the 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. 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.

MANAGEMENT ECHELON

POST 39/39 : **TECHNICAL FINANCE SPECIALIST (JOBS FUND) REF NO: G15/2025 (X2 POSTS)**
Term: 24 months fixed-term contract

SALARY : R1 266 714 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level

CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree/ Advanced Diploma/ BTech (NQF Level 7) in finance, management accounting or financial accounting or economics or business administration or another related field. A Postgraduate qualification (NQF Level 8) in finance, management accounting or financial accounting or economics or business administration or another related field would be advantageous. 10-15 years' experience in appraising, negotiating and closing Project Finance, Corporate Finance transactions. Experience in deal structuring will be an advantage. Minimum of 7 years' experience in a project management environment. Practice as a project manager will be an advantage. Public sector and grant management experience will be an advantage. Strong analytical skills, strategic and critical thinking, risk management and communication skills will be an advantage. Experience in the use of relevant AI tools will be an advantage. 5 years of experience at a middle/senior managerial level. 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. 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 and setting up and maintaining an information system. 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 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. 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. Resource 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. 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. 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. 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. 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). 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.

DUTIES : To provide technical and financial support in the management of the Jobs Fund portfolio of projects and contribute to the achievement of projected outcomes and the knowledge and learning agenda of the Fund. Technical Support – Development of Funding round term sheet/ project origination/ Financial appraisals/financial structuring/contracting: Provide financial technical support on project due diligence and appraisals of new projects, including the financial structuring of new applications. Manage a portfolio of projects and a team. Provide input into the quarterly stakeholder reports. Prepare and contribute to the development of Term Sheets for new funding rounds. Assist with project origination activities to develop a pipeline of fundable projects. Quality assure appraisals before submitting them to the Technical Evaluation and Investment committees. Provide support to the team presenting recommendations to the Technical Evaluation and Investment committees. Ensure that the contracting of new projects is finalised within the prescribed timelines, including the drafting of the financial contractual obligations. Conduct Roadshows for new funding rounds. Financial Management & Disbursements: Facilitate efficiency improvements to the Jobs Fund's Grant Management Framework and Procedures. Provide technical support to project teams to ensure effective management of projects and the meeting of the Jobs Fund's annual disbursement and job targets. Ensure effective in-quarter management of the project portfolio. Conduct risk-based oversight on the project portfolio and manage appropriately. Design and implement remedial actions to address underperformance. Prepare for and participate in quarterly Disbursement Panel meetings. Quality assure disbursement memoranda, ensure issues are fully addressed and supporting evidence is recorded to facilitate timeous disbursements to projects as per the Fund's Disbursement Framework. Ensure audit readiness of project portfolio, audit findings are timeously resolved and that appropriate controls are in place to ensure no repeat findings. Internal Business Processes: Conduct baseline assessment of key business processes, including financial management, improve turnaround times and ensure timeous resolution of issues delaying disbursements to projects. Provide support for the implementation of new technologies to improve operational efficiencies within the Jobs Fund. Support the maintenance of sound governance structures in the Jobs Fund by ensuring all evidence submitted by projects is consistent with agreed means of verification and that document management and filing protocols are adhered to. Ensure timeous approvals of quarterly project management reports. Effective planning of project site visits (SV) to ensure effective project implementation and efficient utilisation of operational budget. Learning and Growth Agenda: Improve the visibility of the work and achievements of the Jobs Fund by: Cultivating relationships with key market stakeholders. Producing discussion documents, Practice Notes, conducting research on relevant issues pertaining to the work of the Jobs Fund and publishing results. Prepare Webinar content and host periodically. Represent the Jobs Fund at conferences and participate in panel discussions. Identify appropriate channels for the Jobs Fund to promote its knowledge agenda. Generate, package and disseminate research information for specific stakeholders by: Supporting the team in developing terms of reference for project evaluations to be conducted. Supporting the team in finalising project close-out reports. Preparing and delivering Learning Papers/ Research Papers/ Practice Guides/ Articles related to the work of the Jobs Fund. Contribute to the internal learning agenda of the Jobs Fund by: Identifying relevant brown bag topics and presenting. Development of related learning material and presentation to the Jobs Fund team. Coordinate with other members of the finance team to review financial information and forecasts. Stakeholder Management: Maintain communication with staff and other key stakeholders regarding financial matters. Motivate and provide support to project teams to achieve their targets. Provide technical and non-technical support to Jobs Fund staff and other stakeholders. Maintain relationships with all Contracted Intermediaries to ensure sound risk management at the project-level and overall portfolio-level. Risk Management: Develop and Manage Jobs Fund Risk Framework. Develop strategies to mitigate the financial and performance risk of the Jobs Fund. Monitor Jobs Fund portfolio, including project-level risk status, identify and implement corrective actions. Strategic Fund Management: Support the Management team in developing the financing strategy for the Jobs Fund. Own and manage specific financial management processes. Provide training to staff and improve their financial appraisal and management skills. Contribute to and facilitate strategic planning sessions within the Jobs Fund and sub-programmes.

ENQUIRIES : HR Enquiries: Kaizer Malakoane at 066 250 7072 /kaizer.malakoane@gtac.gov.za
Technical Job Enquiries: jobsfund@treasury.gov.za