

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

<u>APPLICATIONS</u>	:	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 December 2025 at 12 pm
<u>NOTE</u>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed and signed Z83 form will not be considered. 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 by shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. 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 posts. 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.

OTHER POSTS

<u>POST 43/53</u>	:	<u>FINANCIAL ANALYST: JOBS FUND PMU REF NO: G17/2025</u> Term: 24 Months Fixed-Term contract
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Advanced Diploma/ BTech (NQF 7) in Finance, Project Finance, Chartered Accountants, ACCA Qualified or Economics or related field. A Postgraduate Qualification in Finance or Project Finance would be advantageous. At least 6 – 8 years' experience in Project Finance, Corporate Finance or Structured Finance, with at least 2 years at a management level. Experience in public service 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 an information system. 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. Emotional Intelligence: The 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/ Honest: 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., 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. 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.

DUTIES

: To be responsible for the financial management and oversight of funds allocated to the Jobs Fund (JF), ensuring governance, compliance, and stakeholder engagement. The role also focuses on contributing to the knowledge and learning agenda of the Fund by researching and analysing data as well as leading and mentoring junior staff. Funding Allocation: Analysis of Corporate Financials and other relevant reports including analysing current and past financial data and performance. Review of new investment proposals (due diligence) and opportunities conducted by project teams. Accompany project teams on due diligence visits on a risk basis. Review of commercial analysis, financial model analysis, risk and institutional analysis conducted by

project teams. Review appraisal reports for submission to various committees. Support project teams at various committees. Review contracting documentation and support contracting negotiations. Review disbursement documentation required to provide initial funding allocations to projects. Cost Analysis: Review and assess the appropriate levels of project costs by establishing standard costs benchmarked with market data. Review of project-level financial assessments on a monthly and or quarterly basis. Enhance the cost analysis process by establishing and enforcing policies and procedures. Review project budgets, including cost estimates for reasonability. Provide guidance to finance teams on effective cost analysis. Improve the financial status by analysing results and monitoring variances at the fund portfolio level. Identify trends and recommend actions to Jobs Fund management. Recommend actions by analysing and interpreting data and making comparative analyses. Evaluate projects' expenditures against the Jobs Fund (JF) value for money frameworks Governance & Compliance: Review JF policies for alignment with accounting standards. Identifying trends in financial performance and providing recommendations for improvement. Assists in the development and/or enhancement of program systems and procedures. Identifies and manages implementation risks for the assigned programs and develops sufficient risk mitigation for identified risks. Supports legal and other staff in ensuring Fund compliance with guidelines and other applicable legislation. Provides oversight on the work done on financial data, which includes bulk payroll data for validity, accuracy, and completeness. Conducts verification checks on submitted financial information, manages the audit process for the audit of the supported projects. Provides overall financial information in preparation for Auditor General (AG) Audits. Financial Management: Monitor the spending against the budget for the allocated programs. Review financial models and budget re-projections. Develop strategies for enhancing efficient spending against targets. Prepares regular reports to various stakeholders on overall fund progress. Manages Fund cash flow and prepares drawdown requests to sufficiently capitalise the various programs as and when required. Conducts strategic site visits as part of the financial management of the project portfolio. Preparing disbursement documentation for consideration and approval by the Head of the Fund. Oversee disbursements to approved projects as well as monitor project progress in post-investment. Prepares financial reports on allocated fund performance Stakeholder Management: Maintains communication with staff and other key stakeholders regarding financial matters. Motivates and provides support to project teams to achieve their targets. Provides technical and non-technical support to Jobs Fund staff and other stakeholders. Manages relationships with Contracted Intermediaries to ensure sound financial management at the project level. 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 in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools. Quality assures the deliverables produced by the junior staff. Lead, mentor and guide team members.

ENQUIRIES
APPLICATIONS

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

POST 43/54

: **LEGAL ADVISOR: JOBS FUND PMU REF NO: G18/2025**
24 Months Fixed-Term contract

SALARY

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

CENTRE
REQUIREMENTS

: Pretoria
: An LLB (NQF 8) or equivalent and related qualification, with admission as an Advocate or Attorney with Right of Appearance in the High Court. Qualification in Public Law, Constitutional Law and/or Administrative Law will be an advantage. At least 6 - 8 years' experience in a legal environment, at least 2 years of experience at a management level. Experience in providing written and oral advice, drafting legal opinions and contracts and performing functions of a Corporate Law Advisor is required. 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. Commitment to Learning: Actively pursues learning and development in order to achieve results and to contribute to continuous improvement. Supports and encourages the learning and development of others. 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, setting up and maintaining an information system. Attention to detail is of critical importance. Decision Making: The ability to weigh, determine and judge the lowest risk / highest return solution or option to problems, issues, and intentions, based on all relevant information and data and pre-determined decision-making criteria and parameters. 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. Holding People accountable: Acts to ensure others perform in accordance with clear expectations and goals. 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. 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). 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. Administrative Law: Area of the law governing the relationship between individuals (citizens, companies) and the state. A branch of law dealing with the legal relationships between the state and individuals and with the relations among governmental agencies. Specifically, knowledge of International and Constitutional law and the ability to interpret Statutes is required. 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. Commercial Law: Commercial law or business law is the body of law which governs business and commerce and is often considered to be a branch of civil law and deals both with issues of private law and public law. Commercial law regulates corporate contracts, hiring practices, and the manufacture and sale of consumer goods. Specifically, Knowledge of contracts, legal issues concerning mergers and acquisitions and financial regulations, and legal interpretation and drafting skills is 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. 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 South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. 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 services delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding; procurement, contract management and services payment; Jobs Fund and grants management; labour management and employment in South Africa. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. 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 field of economics that studies government activities and the alternative means of financing them.

DUTIES

: To assist with the implementation of the Jobs Fund legal strategy and framework, and to conduct research, to conduct appraisals and assessments of applications, draft legal opinions and contracts and provide legal advice and support on the establishment and management of funding contracts between the Jobs Fund and its partners. Strategy and research: Provide inputs and feedback on strategic plans and annual reports. Maintain and recommend improvements to Legal Advisory policies and procedures. Conduct legal and/or factual research and investigations on employment facilitation funding, analyse data and recommend courses of action, as appropriate. Research and provide advice on legal issues arising under domestic and international Administrative and Contractual laws as requested. Draft legal opinions on ad hoc matters as requested. Contracts and legal instruments: Assist with the establishment, performance and accessibility of the Jobs Fund contract management strategy and framework, including the records and signed contracts database and standardised templates register. Provide legal advice to stakeholders on legal issues concerning, amongst others, the restriction of state assets, bond issues, financial regulation, procurement issues and Treasury control, governance, compliance and risk exposure. Draft contracts and develop legal instruments for the review of contracts for compliance (domestic and international). Draft Addenda to contracts as requested. Assist with the negotiation of contracts on behalf of the GTAC/Jobs Fund, the Minister of Finance and entities where

applicable. Review Matched Funding Agreements, Loan Agreements, MOUs, SLAs, Audit Reports, Terms of Reference(s) and provide legal advice as requested. Contract management and administration: Conduct and provide legal research on projects prior to and after partner consultations. Conduct due diligence on entities when requested. Draft and review commercial agreements and contracts to be entered into by the GTAC/ Jobs Fund. Update and maintain the signed contracts and records database. Record all new instructions appended to signed contracts. Monitor and review compliance with terms and conditions of contracts, analyse legal issues arising, and develop and implement corrective actions and/or solutions. Professional legal assistance: Provide legal advice to partners where appropriate. Scrutinise legal documentation and address issues. Draft legal documents, pleadings and opinions. Provide legal support in respect of any projects that may have legal implications quarterly. Assist with the writing, reviewing and editing of legal correspondence between Jobs Fund and its partners. Knowledge management: Write papers, reports, opinions, articles, and other documents for publishing on the GTAC/Jobs Fund website/ Newsletter/ present Brown Bags and conduct training when requested. Maintain and update the database of all legal opinions generated for the GTAC/Jobs Fund. Client relationship management: Identify key staff, and build and maintain relationships and interactions with partners, stakeholders and business representatives. Establish relationships with internal and external service providers. Monitor the level of partner satisfaction at regular intervals and after each significant delivery of product or service. Identify and respond to opportunities for providing legal products and services to be the strategic partner of choice with the GTAC/Jobs Fund. Respond to partners' queries and complaints, ensuring that corrective action is taken when necessary.

**ENQUIRIES
APPLICATIONS**

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

POST 43/55

: **OPERATIONS MANAGER: JOBS FUND PMU REF NO: G19/2025**
Term: 24 Months Fixed-Term contract

SALARY

: R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

**CENTRE
REQUIREMENTS**

: Pretoria
: Bachelor's Degree/ Advanced Diploma/ BTech (NQF 7) in Commerce, Business Administration and/or Office Administration or a related field. A Postgraduate qualification in Commerce, Business Administration and/or Office Administration would be advantageous. 5 – 7 years' experience as an Office Manager, Operations Manager and/or Business Support Manager. Experience in project management and public service 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. Effective Communication: The 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. 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. 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., 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: 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 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: 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. 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. 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. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organizational 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. 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.

DUTIES

: The purpose of the role is to manage, organise and coordinate office operations and procedures (DDG's office) to ensure organisational effectiveness and efficiency within the Jobs Fund. Operational Office Support: Manage the Deputy Director General: Employment Facilitation's (DDG: EF) office, including the organisation and coordination of all operational and administrative processes. Reviewing, analysing and providing a quality assurance function of all submissions/memoranda, i.e. project submissions, budgets and correspondence, etc., before approval by the DDG: EF. Collate and compile reports or correspondence for the DDG: EF, e.g., Progress reports, Memoranda/Submissions, letters, etc, when required, which includes reference and delegation letters. Assist in drafting Terms of Reference concerning services required and issued through appropriate Supply Chain Management channels and serve on the Bid Evaluation Committee (BEC) as needed. Implement and advise administrators on processes to follow concerning DDG's office. Business Operations: Providing secretariat services to the Management Committee, including minute taking, recording of actions and decisions, tracking of deliverables emanating from the meeting, as well as consolidating and updating the Balance Scorecard. Conduct annual updates of the Management and Operations Committee's Terms of Reference. Maintaining a daily action log about deliverables that are due for the Management team and following up timeously concerning the completion of deliverables. Management of Jobs Fund submissions to GTAC and the National Treasury, including the Acting Head, Director General and the Minister. Overseeing submissions to the DDG: EF's office, including the status of the submission/s and the action required (tracking schedule). Represent the Jobs Fund at the Government Technical Advisory Committee (GTAC) Operations Management meetings and other forums where necessary. Compile and follow up on the deliverables for the Financial Year-End Checklist. Compile the Gifts and Donations Register for the Jobs Fund per financial year. Coordinate weekly administrative team meetings. Track finalisation of Balanced Scorecard and conduct quality assurance on the Learning & Growth

deliverable tracker. Managing the administrative processes around the new user profiles, access cards and vetting forms, etc. Manage the Signing Hub workflow for documents that require approval. Responsible for the management and maintenance of an electronic document management system in the DDG: EF's office. Ensure the protection and security of files and records. Produce and maintain a Business Calendar on an annual basis for the organisation. Review travel plans and team travel submissions before submission to the DDG. Assist with queries and issue resolution as needed. Assist in the update of the Jobs Fund Standard Operating Procedures and maintain the Operating Guidelines action log and prepare supporting memoranda. Managing admin/client-related matters pertaining to the DDG's office. Coordinate and assist with preparations for the Jobs Fund Strategic Planning sessions. Human Resource Support: Coordination of human resource functions, i.e., recruitment of new staff members, including review of advertisements, job descriptions, and appointment documents, contract renewals, management of leave, compilation of organisation training plan, update of Jobs Fund establishment, etc. Maintain the Jobs Fund organogram, induction folder, and job description repository. Coordinating and managing the Performance Management process for all staff by ensuring all staff members complete a Performance Agreement on an annual basis. Review and quality assure all Performance Reviews and Performance Evaluations for all Jobs Fund staff on an annual basis. Provide a secretariat function for the moderation committee meetings (Performance), present all performance scores for staff and draft minutes of the meeting. Produce the Jobs Fund internal training plan, manage and implement the plan. Provide the necessary support to staff when training is requested, i.e. drafting memorandums, requesting quotations, completion of short course forms, tax clearance certificates, central supplier database information, etc. Act as the administrative liaison for Human Resources, including internal administration of the recruitment of new staff members, contract renewals, management of leave, compilation of organisation training plan, induction, etc. Finance and Procurement: Assist the Director: Finance in compiling and maintaining the Jobs Fund budget. Review disbursements, transfer of funds submissions, payment of invoices, cost recovery and transfer of funds documentation, ensuring accuracy and completeness. Management and oversight of inventory. Assist in the review of procurement-related matters for the Jobs Fund. Assist in reviewing and/or preparing information for audit purposes. Review the travel schedule and analyse the associated costs. Event Management: Assist in managing, organising, and providing logistical support for Jobs Fund events such as learning forums, team-building activities, and brown bag sessions, etc. Assist in managing client-related matters and queries about the event.

**ENQUIRIES
APPLICATIONS**

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

POST 43/56

: **FINANCIAL ANALYST: JOBS FUND PMU REF NO: G20/2025**
Term: 24 Months Fixed-Term contract

SALARY

: R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

**CENTRE
REQUIREMENTS**

: Pretoria
: Bachelor's Degree/ Advanced Diploma/ BTech (NQF 7) in Finance, Project Finance or Economics or 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, setting up and maintaining information system. 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. Emotional Intelligence: The 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/ Honest: 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 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.

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:

DUTIES

Knowledge of the field of economics that studies government activities and the alternative means of financing them.

: 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. Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund (JF) 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 JF 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; 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 Appraisal documents. Jobs Fund Portfolio of 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 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 JF Project Management Unit (PMU) 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 in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

ENQUIRIES APPLICATIONS

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

POST 43/57

: **MONITORING AND REPORTING SPECIALIST: JOBS FUND PMU REF NO: G21/2025 (X2 POSTS)**
Term: 24 Months Fixed-Term contract

SALARY

: R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

CENTRE REQUIREMENTS

: Pretoria
: Bachelors' Degree/ Advanced Diploma/ BTech (NQF 7) in Economics, Social Sciences or related field. A Postgraduate qualification in monitoring and evaluation, and/or statistical analysis would be advantageous. 6 – 8 years' experience in monitoring, measurement and evaluation of development programmes/ projects, at least two years of experience at a management level. Experience in the public service 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. **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 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. **Problem Solving and Analysis:** The ability to 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. **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 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:** 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. **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. **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 standardization 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 and Reporting:** In-depth knowledge of establishing monitoring and evaluation frameworks and indicators, and development and implementation of qualitative and quantitative monitoring, evaluation and reporting 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.

DUTIES

: Jobs Fund (JF) 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. Participate in 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 projects' monitoring and reporting systems. Collate, process and lodge JF projects' 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. JF Projects Monitoring and Reporting Administration: Review JF project reports from the Grant Management System (GMS). Test the validity and integrity of the 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 DCED standards. Prepare recommendations for the enhancement of processes and procedures. Disseminate data for reporting purposes. Participate in meetings, workshops and other discussion forums to establish dialogue on reported project progress and evaluation results. Ensure that M&R records and evidence are up to date and audit-ready. Conduct sample reviews of project reports and evidence. Monitoring and reporting capacity development and learning: On-going liaison and engagement with Jobs Fund stakeholders regarding the monitoring, evaluation and reporting on all aspects of the project. 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, distribute and file 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, distribution and filing of research reports. Integrate 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 for, inter alia, record keeping and referencing. Maintain JF internal and external platforms and mechanisms for the dissemination and interpretation of information.

ENQUIRIES APPLICATIONS

: Kaizer Malakoane at 066 250 7072
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<u>POST 43/58</u>	:	<u>EVALUATION AND LEARNING SPECIALIST: JOBS FUND PMU REF NO: G22/2025</u> Term: 24 Months Fixed-Term contract
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Advanced Diploma/ BTech (NQF 7) in M&E, Development, Public Administration, Economics or related field. A Postgraduate qualification in M&E, social sciences or equivalent experience and education would be advantageous. Training or certification in statistics and quantitative measurements would be advantageous. 6-8 years' experience in monitoring, measurement and evaluation of development programmes/ projects; conducting evaluations and writing evaluation reports, at least 2 years of experience at a management level. Experience capturing both good practices and lessons learned, in a variety of approaches (e.g. end of the project evaluation, special studies); Experience in project design and evaluation; Experience in research, policy analysis and evaluation of donor-funded projects; Experience of Donor Communities and Development of Enterprise Standards; Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders; Experience in application of leading qualitative and quantitative data collection, analysis and reporting tools; Experience in managing projects with multiple stakeholders and Excellent report-writing skills. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs and understanding 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 intonation in a way that brings understanding to the target audience. 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: Refers to 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. 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. 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., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or correlations. Create timely and well-developed solutions by examining alternative risks and consequences. 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). 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. Evaluation methodologies: In-depth understanding of various methodologies in evaluation, both qualitative and quantitative, such as surveys, record reviews, focus groups and case studies and ability to identify appropriate methodology. Project Management: Sound understanding

(and preferably hands-on experience) of logical framework approach, project cycle management and other strategic planning approaches. Also, In-depth knowledge of results-based planning, monitoring, and reporting of programme/project management. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis.

DUTIES

: To support knowledge-sharing and learning culture at the Jobs Fund. Contribute to the documentation and dissemination of key lessons learned to improve the implementation of projects, and the measurement and evaluation of projects' performance. Implement processes and procedures for accurate performance monitoring and evaluation results. Evaluation and Support: Execute the Jobs Fund Evaluation Framework and Learning Agenda. Support the evaluation of projects and extract learnings from the Jobs Fund portfolio. Provide the inputs to the Terms of Reference for evaluations and manage the service provider selection process. Manage the service providers secured to carry out project-level evaluations. Provide inputs into the design of baseline assessments, formative evaluations, mid-term evaluations and summative evaluations for projects. Support partners in the development of results chains for their projects. Plan for, design and conduct formative, process and summative evaluations. Utilise evaluation results to improve project roll-out and to appraise new projects. Promote and Enhance Learning: Analyse and synthesise findings from project evaluations. Support awareness sessions with partners on evaluations, results-based management and project close-outs. Perform benchmarking and learning exercises on job creation, sustainability and systemic change. Document feedback on learnings from case studies, reviews, project close-out reports and other related factors. Engage in activities related to the synthesis and dissemination of lessons learned by the Jobs Fund. Support evaluation outputs and facilitate the implementation of recommendations from evaluations. Client Engagement: Liaise and engage with stakeholders on learning and evaluation at the project level and Jobs Fund level. Providing support to Jobs Fund Partners to ensure post-Jobs Fund success. Appraise the Project Implementation Monitoring Plans and Theory of Change of new project applications. Advise on the use of job proxies when required. Evaluation and Learning Framework: Support the JF in meeting evaluation and learning targets. Support the development of a learning framework with each business unit in the Jobs Fund. Provide technical support to project managers and the Communications Unit to develop and document compelling outcome and impact success stories, and to foster institutionalisation and internalisation of learning processes. Contribute to the training of project managers and partners on evaluation methodologies. Management of Data and Systems: Identify opportunities to optimise the Job Fund's collection, use, and management of data. Support the training for Jobs Fund staff on the use of systems and effective data collection, use, and visualisation. Simplify complex systems and processes into user-friendly guidance for staff. Collaborate with the grants management system (GMS) team and unit staff on broader system enhancements. Data Analysis, Research and Learning: Provide technical support to short- and long-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Manage, analyse, and effectively visualise large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis. Support the synthesis of Jobs Fund knowledge, knowledge dissemination and active engagement of wider market players. Support the systematic recording of the social impact of Jobs Fund projects. JFPs already report social impact through narratives in quarterly reporting. Monitoring and Evaluation System: Execute the overall framework of the monitoring and evaluation activities. Assess the validity of monitoring and evaluation data through regular and ad-hoc review of activities. Draft, revise and update tools and data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals). Support the Monitoring, Evaluation, Reporting and Learning Lead in defining and implementing key project performance indicators (KPI) as well as monitoring them throughout the duration of projects.

ENQUIRIES APPLICATIONS

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<u>POST 43/59</u>	:	<u>PROJECT MANAGER: JOBS FUND PMU REF NO: G23/2025 (X2 POSTS)</u> Term: 24 Months Fixed-Term contract
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Advanced Diploma/ BTech (NQF 7) in Development Finance; Economics; Business Management; Project Management; Project Finance, or a related field. A postgraduate qualification in Development Finance, Economics, Business Management, Project Management and Project Finance would be advantageous. Minimum 5 years' experience in a project management or programme management position, at least 2 years of experience at a management level. 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. Commitment to Learning: Actively pursue learning and development in order to achieve results and contribute to continuous improvement. Supports and encourages the learning and development of others. 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 an information system. 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. Emotional Intelligence: The 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. 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. 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. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, analyse results, monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. 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: 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 on others. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. 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). 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. 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. 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 services delivery programmes, and knowledge of the NT and/or DPSSA and/or other regulatory prescripts regarding: procurement, contract management and services payment, Jobs Fund and grants management and labour management and employment in South Africa. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Project Governance: Knowledge of project risk management analysis and risk controls design, and conducting of due diligence exercises and project audits. 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. 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.

DUTIES

: To lead in the planning, managing, organising, and monitoring of project implementation in the Jobs Fund and contribute to the knowledge and learning agenda of the Jobs Fund. Project Management: Manage project plans, deliverables, financials, dependencies and outcomes of assigned projects to ensure that the project goals and objectives are achieved within the project timeframe and guidelines by the relevant stakeholders and management committees. Manage overall project risk through identified mitigation processes proactively with project stakeholders to avoid project delivery, problems and delays. Manage the successful implementation of projects for the full cycle of each project, including: Project induction sessions; quality maintenance of project records and documentation; guidance and direction in terms of project objectives and operations; analysis and reporting on project products (e.g. business plans and project plans); support data population and manage information; monitoring and evaluation of projects; project cash flows and expenditure reporting; and conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure Project documentation conforms to agreed standards and procedures, and review progress against milestones and targets. Do a qualitative analysis of documents. Compile and present project status reports to provide project updates on activities and deliverables. Assist with ensuring that governance requirements of professional project management and those applicable to the National Treasury and Municipality are adhered to. Make recommendations aligned with the project specifications, ensuring that the specifics of the project are being adhered to. Strategic Management and Planning: Manage projects and portfolio activities in line with strategies and policies. Design and implement any strategic management and planning aspects as directed. Financial Management: Contribute to the efficient financial and technical management of Jobs Fund projects. Ensure project deliverables stay on time, on-target and in-budget. Coordinate with other members of the JF PMU to review financial information and forecasts. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Stakeholder engagement:

		Establish and maintain an effective relationship with the National Treasury and other government departments, the private investor community, official development agencies and other stakeholders. Identify and liaise with relevant project stakeholders.
<u>ENQUIRIES</u>	:	Kaizer Malakoane at 066 250 7072
<u>APPLICATIONS</u>	:	Email: Kaizer.malakoane@gtac.gov.za
<u>POST 43/60</u>	:	<u>LEGAL ADMINISTRATOR: JOBS FUND PMU REF NO: G24/2025</u> Term: 24 Months Fixed-Term contract
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus 37% in lieu of benefits, PSR 44 will apply to candidates appointed in the Salary Level.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree (NQF 7) in Paralegal studies or related fields / LLB Degree (NQF level 8). At least 3 – 5 years' experience in a legal firm or legal environment. Competencies Required: Organisational Awareness: Refers to 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. 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 dents. 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. 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. 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 information systems. 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. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. 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. Attention to detail is of paramount importance. 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). Supply Chain: The design, planning, execution, control and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services, and information that add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers. It integrates supply and demand management within and across the organisation.
<u>DUTIES</u>	:	To provide legal administrative support to the Jobs Fund. Draft Legal documents: Draft letters, including but not limited to the Jobs Fund Investment Committee and Secondary Bank Account resolutions. Draft other legal letters/documents as and when required by the Legal Advisors or other governance/management structures of the Jobs Fund. Ensure the

letters/documents are aligned to resolutions/minutes and input documents, which are the basis of the resolutions/minutes. Incorporate and quality assure inputs provided by Team members/ Managers/Deputy Director General's office with regard to Legal documents/letters. Quality assures all submissions emanating from the Legal Unit. Administration and Support: File management of all Portfolio legal records and documents. Provision of portfolio statistics (related to Legal). Quality assurance and control of all legal documentation. Implement and maintain version control procedures on all portfolio reports, letters/documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the Legal Unit meetings and/or any other meeting as may be requested from time to time. Dissemination of information. Ensure /co-ordinate fast and efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up). Ensure and implement an efficient way of tracking action points from various committees. Ensure and implement an efficient way of tracking feedback from team members/Managers on letters/documents. Ensure and implement an efficient way of tracking responses from JFPs/applicants on letters/documents sent to the JFPs/applicants. Maintain a Register/Action Log of letters/documents sent to JFP. Letters such as Intention to Withhold, Breach, Termination, Non-compliance etc. Create, maintain, and enforce a Letters and Addenda Action Log indicating log date, when letters were sent to the Project Team, when feedback was received from each Project Team Member, when letters were sent to MANCO, when received from each MANCO member, when submitted to DDG, and when signed by DDG. This is necessary to unlock bottlenecks. Maintain and implement an effective filing system for letters/Addenda on OneDrive so that draft documents and final documents are easily accessible by other JF members as may be necessary. Update, quality assure and confirm completeness of data in the legal repository folder and physical legal files. Client Liaison: includes query tracking, follow-up, preparation of responses and dissemination. Abide by the timeframes, processes, procedures, etc, as set out in the Jobs Fund's SOPs and Operating Guidelines, which may vary from time to time. Maintain an Action Log on Learning & Growth deliverables. Set reminders for the Legal Unit. Remind Members about deliverables in daily Huddles. Create and maintain an Issues Log for all implementing Projects. Create and maintain a subsequent conditions tracker for all implementing Projects. Create and maintain an Audit Log for all legal issues raised in Audit Reports for all implementing Projects. Coordination: Provide Administrative support to the Jobs Fund Legal Team by coordinating: Travel arrangements; manage all logistics associated with workshops, conferences (not limited to legal unit, i.e. cover JF events); setting up of meetings through the timely distribution and confirmation of invitations, relevant documents, previous minutes and agenda; when required, minute taking, circulation, ensuring sign off and filing of approved minutes, and bookings of suitable venues. Organising the necessary equipment & other event logistics. Attach source documents before circulating legal documents/letters drafted by the incumbent and/or Legal Advisors among Team Members and Managers for their input. Ensure and coordinate fast and efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up). Preparation of Action Logs and distribution thereof to relevant Team Members. Provide a coordinating role for the Legal Unit during key annual activities such as strategic planning. Quality Assurance of documents prior to submission and sign-off. Attend to reasonable requests/ instructions from Legal Specialist and/or legal Advisors as Unit operational requirements dictate from time to time. Coordinate complaints and administer the Complaints Register. Coordinate the Recoupment register and administer the Recoupment Log. FICA verification: Review FICA documents of all Jobs Fund's Applicants and Implementing Partners. Conduct company checks on the organisation applying for funding. Conduct credit screening of all directors and companies applying and involved in the implementation of the project using different systems. Update the FICA checklist and follow up on outstanding documents from the relevant organisation. Sign off FICA checklist. Verify JF Partner's secondary bank accounts on the relevant system. General Administration: Prepare a file of legal documents requiring signature by the Deputy Director General: Employment Facilitation. Maintain filing system, electronic database and accurate record keeping, i.e. RACI Project Folder. Create and maintain Legal folders on OneDrive. Provide Legal Advisors with the requested documents from time to time. Attend to formatting and quality assurance of legal

documents prior to circulation. Scan, file and send signed letters to the GMS Manager and to the Project Team. Ensure confidentiality of information processed during the execution of his/her function. Consolidate Legal Unit's Work Activity Logs on a weekly basis, submit to Legal Specialist and DDG: EF. Client Relationship: Establish strong relationships with internal and external stakeholders. Forward clients' queries and complaints to the Legal Specialist, monitor and track the responses.

ENQUIRIES : Kaizer Malakoane at 066 250 7072
APPLICATIONS : Email: Kaizer.malakoane@gtac.gov.za

POST 43/61 : **MONITORING & REPORTING- EVIDENCE CHECKER: JOBS FUND PMU**
REF NO: G25/2025 (X3 POSTS)
Term: 24 Months Fixed-Term contract

SALARY : R228 321 per annum (Level 05), plus 37% in lieu of benefits, PSR 44 will apply to candidates appointed in the Salary Level.

CENTRE : Pretoria
REQUIREMENTS : A Higher Certificate/ Advanced National Certificate (NQF 5) / National Diploma (NQF 6) in Economics or Monitoring & Evaluation or Data Quality or Finance or Accounting/ Bookkeeping or Public Management/ Administration, Auditing or related qualification. A minimum of 2 years' experience in an administration/ finance/ Monitoring & Evaluation position. Proven relevant experience as a data quality auditor/verifier will be an added advantage
Competencies Required: Stress tolerant: The ability to work in a highly pressurised and deadline-driven environment. Attention to Detail: Exceptional attention to detail is required. The ability to adhere to very high standards with respect to data quality, accuracy, and the early identification of discrepancies. 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. 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. 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). 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 programmes and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Data Verification: Relevant experience and knowledge on how to collect reliable, valid and accurate data. Experience in conducting data verification exercises and data quality audits. 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, and Reporting: Knowledge of monitoring and evaluation frameworks and indicators, evidence verification and reporting approaches 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. 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.

DUTIES

: To conduct ongoing and thorough verification and filing of information obtained from a variety of data sources submitted by project partners. In addition, it is to ensure that all participants in the various supported programmes are authentic and have received the services as reported by project partners. Data Verification & Quality Assurance: Conduct thorough data verification of all data to ensure all data captured on the databases is accurate and valid. This includes comprehensive checking of reported data against source documents. Assess the accuracy and completeness of the source documents and highlight discrepancies. Conduct telephonic authentication of programme participants and document the support received by the programme. Log all calls made on the official call log. Verify all reported data against participant training registers and timesheets. Record the errors that are identified as per the error log process. Coordination & Reporting: Produce verification and error reports for the Team Leader. Follow up on any outstanding evidence that was flagged for correction or update. Keep track of the evidence and documentation being submitted and returned. Communicate all data discrepancies to the Team Leader on time. Participate in meetings and follow-ups with both internal and external stakeholders where applicable. Administration: Maintain file-naming protocols and maintain accurate records in the document storage facility. Provide general administrative support to the team and the Team Leader as required. Collate, distribute and file learning reports from client feedback, case studies, reviews and project evaluations. Where required, assist the Team Leader and team in research projects on job creation, employment and systemic change, and collect, collate, distribute and file reports.

ENQUIRIES APPLICATIONS

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