

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

<u>APPLICATIONS</u>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
<u>CLOSING DATE</u>	:	05 October 2026 at 12 pm
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.
MANAGEMENT ECHELON		
<u>POST 34/50</u>	:	<u>CHIEF DIRECTOR: PUBLIC FINANCE ADVISORY (PFA) REF NO: G017/2026</u> Term: Permanent
<u>SALARY</u>	:	R1 554 696 - R1 858 821 per annum (Level 14), (all – inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Advanced Diploma/ BTech degree (NQF 7) as recognised by SAQA in Economics, Public Policy, Public Management or related field. A Postgraduate and Master's degree (NQF 8 and 9) qualification in Economics, Public Policy, Public Management will be advantageous. 5 years of experience at a senior management level. At least 10 - 12 years' experience working in a government entity and/or consulting environment. Must have broad knowledge of public finance and the functions of Treasuries, Broad knowledge of public service legislation, Excellent communication skills, Policy development skills, Project management skills. Must have ability to diagnose, analyse and make recommendations, good problem-solving skills and good business writing skills.
<u>DUTIES</u>	:	To oversee and direct the effective and qualitative provision of public finance consulting and advisory services to client entities in support of GTAC's mandate and strategy by managing the interface between GTAC clients, technical resource mobilisation, project delivery and administrative processes.

PFA strategic and operational management: Participate in and contribute to GTAC strategic planning and manage the review, development, implementation and reporting on the PFA strategy, annual performance plan, operational plan and performance indicators. Manage the PFA financial performance including the development, implementation, review, and, if required, adjustment of the PFA Medium Term Expenditure Framework (MTEF), costed operational plan, drawings schedule, in-year monitoring report, Adjusted Estimates of National Expenditure (AENE) schedule, and adjustments report. Manage the quality assurance of and updates to the PFA standard operating procedures and business processes. Manage the PFA systems use and licence agreements, and enhancements to functionality. Manage the PFA structure and filling of posts, delegation of work and development of performance agreements, review of performance and development of performance improvement plans, resolution of issues, and provision of guidance. Oversee the administration of PFA documents, office resources and stationery, and travel arrangements and reimbursements. Manage the preparation for, participation in/chairing of, and reporting on PFA strategic and operational meetings including Ministerial briefings, Executive Committee (EXCO) and Management Committee (MANCO) meetings, Operational Management Meetings (OMM) meetings, PFA team meetings, and Accounting Officer update meetings. Manage PFA governance including ensuring that PFA information and documents are compliant and audit ready, the PFA assets register is updated and correct, and conducting quarterly and annual reviews and updating of the PFA risk register and risk management report. Stakeholder and Client Relations and Strategic Partnerships: Represent GTAC, where required, in ministerial, NT and parliamentary engagements, liaison and communications ensuring compliance with departmental and parliamentary calendars. Manage the production of reports and documents for parliamentary committees, intergovernmental forums, technical working groups, and other high-level consultations. Establish, build and maintain strategic partnerships with National Treasury, government departments, public entities, municipalities, and development partners. Manage the building and establishment of client relationships and conducting client satisfaction surveys. Manage participation in interdepartmental networking, and knowledge exchange and sharing. PFA Service Offerings and Knowledge Products Management and Promotion: Lead, guide and control the development, management, capacity building and continuous improvement of PFA service offerings and quality assurance frameworks and related guides, templates, tools and evaluation grids. Manage the identification/assessment of new advisory and technical assistance opportunities, development/review and approvals of business development and project pursuit decisions, and the strategic positioning and publishing of PFA service offerings. Manage, review and address quality assurance outcomes regarding systemic technical risks across projects, major quality concerns identified through QA processes, and emerging technical or strategic issues. Manage the identification and development of PFA knowledge products (guides, methodologies, toolkits) and presentations for GTAC webinars and publishing on the GTAC website. Manage the preparation of advisories for presentation to Ministers, the Presidency, Cabinet processes, intergovernmental forums, MTEC, Budget Council and parliamentary engagements on public expenditure policy and budget reforms, costing and risk analysis of public finance legislation and policy proposals and design of governance frameworks and implementation plans, and institutional reform initiatives in the outcomes system, performance agreements, delivery agreements, and public-sector monitoring systems at municipal, provincial and national level. Lead and guide the preparation of advisories and provide support to the NT DG and DDGs' Budget Group on studies and improvements to allocative efficiencies of Government goals, sectors, policies, programmes and institutions, approaches to improving budgetary and public expenditure analysis processes to support NTs' strategic role, and gaps and inefficiencies in financial policies and public financial management. Lead and guide the preparation of advisories for Ministers and departments on the efficiency, effectiveness and alignment of government spending with national priorities and on areas of waste, inefficiency or misalignment to enable informed decisions that optimise the use of public funds. Projects Governance and Management: Lead and guide the maintenance and continuous improvement of the GTAC project management framework including methodologies, processes and controls, and training

materials and guides. Manage the establishment, development and maintenance of the PFA project governance framework system, processes and controls, and training materials and guides. Lead and guide the identification and establishment of multidisciplinary collaboration across practice areas and GTAC projects requiring integrated advisory support, ensuring joint QA arrangements across practice areas. Lead and guide monthly and quarterly reviews of technical and operational reports on practice management, technical coordination across projects, resource and capability considerations, technical risks and mitigation measures, project quality monitoring, and cross-practice integration. Manage the review, verification and approval of PFA projects reporting and documents including the monthly PFA projects progress report, PFA projects financial management reports, quarterly PFA projects list and information reports, and PFA projects narrative reports for inclusion in the Ministers Report. Lead and monitor the review and resolution of project implementation issues including delivery bottlenecks and technical risks, multidisciplinary coordination challenges, cross-cutting technical issues, and systemic quality concerns and emerging risks. Professional Services Provider Panel Management: Lead, guide and monitor the refreshment and maintenance of the PFA professional services provider panel including the procurement, contracting, onboarding, induction and ongoing business knowledge development of technical advisors. Lead, guide and monitor the productivity and performance of PFA technical advisors including reviewing contract usage and performance reports, conducting performance reviews, addressing performance issues, confirming contract continuation or termination, and reviewing and signing contract closure reports. PFA projects establishment and management: Lead and guide the initiation of PFA projects including processing of client requests and Ministerial instructions, management of client engagements and conducting of exploratory and scoping meetings. Manage the establishment of PFA projects including the development and preparation of client Memoranda of Agreements (MoAs), review of draft project charters and proposed scope, resourcing and costing, and confirmation of project teams and budgets. Monitor and control the registration of projects on the GTAC master project register, allocation of project numbers and cost centres, and uploading of project charters and client MoAs. Manage the allocation of technical advisors including checking rotation, approving instructions to perform work, registration of LTA assignments, and removing/adding team members as requested. Manage the procurement of project resources including approving terms of reference and memo/request for quotation, approving bid nomination letter, attending Bid Evaluation Committee meetings as required, checking service provider contract file (checklist, award memo, draft award letter, and draft contract) and signing contracts. Manage and approve project extensions / amendments requests, including preparation of contract-related motivations and memos, project terms of reference, and proposed discrete project budget adjustments. Project Delivery and Quality Assurance: Lead, guide and review the production and quality assurance of project inception reports including project workplans, technical approaches, governance, stakeholder engagement plans, and project risk management plans. Lead, monitor and manage the implementation and management of projects and compliance to the project charter and agreements including project scope, deliverables, timelines, and budget across all project cycle stages including planning, implementation and post evaluation. Manage PFA client relationships and services quality including responding to client queries, attending project meetings and providing advice as required/needed, resolving any emerging service problems, and conducting PFA client. Lead, monitor and manage project progress reviews and quality assurance of project deliverables, and identification and resolution of emerging technical risks, challenges and quality concerns or escalation to the Head: GTAC surveys. Monitor and ensure all project documents are properly stored, version-controlled and made available for institutional learning (including reports, presentations, spreadsheets, research, records, datasets, models, templates and tools). Project Budget Management, Reporting and Closure: Oversee, verify and approve monthly project budget and expenditure reports management and submission. Manage the review and approval of TA time records per project/assignment, TA electronic records, and TA disbursement claims. Oversee, approve and control project travel, logistics and arrangements and disbursement claims, and time sheets, contract usage and invoicing. Oversee, guide and control the closure of PFA projects including

reviewing and approving project closure reports and follow up proposals and recommendations, evaluating lessons learnt reports, and updating project guidelines as relevant. Oversee, guide and control the recovery of project costs including preparing submission to Finance and reviewing, approving and monitoring client invoicing and payments.

ENQUIRIES

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