

ANNEXURE

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

NOTE: Only South African Citizens, and Permanent Residents need 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a 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 for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

APPLICATIONS: Potential candidates may apply at <https://www.gtac.gov.za/careers/>. **NB only online applications will be accepted.**

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities.

CLOSING DATE: 25 November 2022 at 12pm.

POST: DEPUTY DIRECTOR MFIP TECHNICAL SUPPORT: MUNICIPAL STANDARD CHART OF ACCOUNTS (MSCOA) , REF G24/2022

TERM: 24 Months Fixed Term Contract (01 January 2023 to 31 December 2024)

SALARY: R 882 042.00 per annum all-inclusive package (Level 12)
PSR 44 will apply for applicants already earning in the salary level

CENTRE: Pretoria

REQUIREMENTS: A Bachelor's degree (NQF Level 7) in Local Government Finance or Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years' experience in local government financial management or related field, at least 2 of which at management level. Experience in the public service is an added advantage.

COMPETENCIES REQUIRED: **Concern for Quality and Order:** Desire to see things done logically, clearly and well, it takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. **Integrity/ Honesty:** Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. **Client Service Orientation:** Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle The term "clients" refers to both internal and external clients. **Team Participation:** Works co-operatively with others, working together as opposed to working separately or competitively. **Project Management:** Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. **Computer Literacy:** Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). **Legislative Knowledge:** Deep knowledge of the Municipal Finance Management Act,

Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. **Government Knowledge:** Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. **Financial Management:** Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. **Networking and Influencing:** Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. **Problem Solving and Analysis:** The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. **Effective Communication:** Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience.

DUTIES: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation. **MFIP Projects Establishment:** Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers. Develop the terms of reference, formulation of the scope of work and specific objectives for MFIP projects. Develop and implement methodologies and approaches for the delivery of MFIP services. Facilitate and coordinate the identification of procurement, contract and project management risks and development of risk mitigation strategies for MFIP projects. Facilitate and coordinate the procurement, contracting and placement/deployment of MFIP technical advisors to the respective provincial treasuries. Assist with monitoring the capturing and management of MFIP project agreements, contracts and related documentation and data, ensuring that all electronic and hardcopy project files are auditable at all times. **MFIP Projects Implementation:** Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisor's project reports and invoices. Efficiently and effectively utilize the assigned MFIP project budgets and expenditure including assist with monitoring and reporting on budget risks and recommending remedial strategies. Assist with ensuring the retention of financial information as per prescripts. Assist with monitoring compliance to financial management policies, processes and procedures. Assist with the resolution of financial management enquiries, returns and reports, inclusive of AG communications. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. Facilitate and coordinate the quality assurance of assigned MFIP projects and quality control of all aspects of technical work on assigned MFIP projects. Prepare needs assessments and assist with the scheduling and conducting of capacity building sessions on municipal finance related practice guides and circulars for technical advisors as requested. **MFIP Projects Monitoring & Evaluation and Close-out:** Assist with the monitoring, evaluation and reporting on assigned MFIP projects including: project status reports on implementation progress (monthly, quarterly and annually). Project exception reports, quarterly project overview reports, annual project status reports including narrative on project progress, project budget reports. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents including: project plans and schedules, project progress reports, project invoices and time sheets, project exception reports (summaries and issues arising), project close-out reports. Assist with preparing and supplying MFIP project information for National Treasury, GTAC, Parliament and other public/private bodies as required from time to time. Report on the performance and continuous improvement of MFIP services and service delivery including: researching and benchmarking performance against best-practices, evaluating performance against stakeholder and business needs, researching and reporting latest trends, assist with providing inputs on the updating legislative and regulatory frameworks, building network groups for reference and benchmarking, and knowledge exchange and sharing. Facilitate and coordinate the close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries. Paper trail documents to enable project auditing. Project governance and oversight reports. Project findings and learnings to enable communication and publishing. **MFIP Knowledge and Information Management:** Monitor and report on the implementation of and compliance to MFIP project information and document management requirements including the: information back-up and recovery plan. Filing system and business continuity plan. Documents repository and website. Provide

inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. Provide inputs to the co-development with NT of cross-cutting initiatives, tools and systems for the strengthening of municipal finance management across the sector. Assist with monitoring and ensuring the distribution of municipal finance related knowledge products to project stakeholders, partners and technical advisors. Attend Treasury workshops to ensure that programme inputs are presented on the update of relevant legislative and regulatory frameworks. Facilitate and coordinate the development, implementation and maintenance of municipal financial information databases for assigned projects. **MFIP Project Stakeholder and Client Relationships and Advice:** Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. **MFIP Programme Management:** Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents. Assist with providing inputs on the MFIP budget, and assist with the preparation, monitoring, record keeping and reporting on the programme budget and expenditure. MFIP programme management: Assist with providing advice and inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including policies and procedures, business processes and systems, guidelines and templates. Provide support during programme audits, including the preparation and availability of documentation and information, and assist with the implementation of corrective measures with regard to audit findings.

ENQUIRIES: Kaizer Malakoane at 066 2507072

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