

## 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 online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information. **NB only online applications will be acceptable.**

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: 10 November 2023 at 12pm.

### **POST: Team Lead x2 - JOBS FUND**

#### **REF NO: G04/2023**

TERM: 24 Months Fixed Term Contract

SALARY: R1,162,200.00 per annum (All – inclusive package) (Level 13)  
PSR 44 will apply to candidates appointed in the Salary Level

CENTRE: Pretoria

**REQUIREMENTS:** Bachelor's Degree/Advanced Diploma (NQF 7) in Development Finance; Economics; Business Management; Project Management; Fund Management, or related field. NQF level 7 qualification or internationally recognized certification in Project Management or a related field would be advantageous. Post Graduate qualification in Development Finance; Economics; Business Management; Project Management; Fund Management, or related field would be advantageous. At least 7 years' experience and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 5 years' experience in a middle management position. Strong economics background (Development/Behavioural/Micro) with experience in active labour market interventions. A strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors

**DUTIES: Management of funding round incl. Application, Appraisal and Approval** - Conduct research and provide strategic inputs on the design of the fund and future funding initiatives and develop impact assessment criteria; Assist with the origination of projects to strengthen the Jobs Fund Project Pipeline; Select high-impact projects aligned to a term sheet, JF policies and knowledge outcomes; Provide quality assurance on allocated projects including administration support related to projects i.e., decision records, minutes, etc and support staff and applicants. **Contracting** - Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs); Support the contracting process through training, negotiations and preparation/ quality assurance of contracting documentation; and implement effective contracting strategies to ensure the process is completed and contracting conditions have been met. **Post-Investment Monitoring**- Provide input at project

monitoring committees (Project Implementation Review Meeting (PIRM); Participate in the finalisation of Project Close-out Reports (PCR) and Post Implementation Monitoring Reporting Meetings etc; Participate in the design and implementation of the Year-End Review (YER) process and communicate and manage audit logs in the Project Management Unit (PMU) and participate in the finance processes and the preparation of documentation such as secondary bank accounts and surplus documentation. **Relationship Management** - Implement the relationship management mandate for the Jobs Fund; Develop and maintain strategic relationships with Jobs Fund partners and other stakeholders; Provide oversight/ manage intermediaries and Develop governance frameworks and manage the implementation thereof. **Knowledge harvesting and sharing**- Implement the internal knowledge agenda strategy for the Jobs Fund which includes the management and/or production of: Practice notes/ Standard Operating Procedures (SOPs), Brown bags and Project Close -Out Reports; Assist with project evaluation work and draft analytical pieces for the Jobs Fund and conduct independent research on active labour market policies and interventions. **Talent Management**- Assess staff skills gaps & align unit training plan to skills gaps; Deepen the skills and capacity of the team; Manage and guide teams towards the achievement of Jobs Fund deliverables and/or targets and create a high-performing team; Manage resources and balancing work allocations; Assess staff performance throughout the financial year and organise and manage staff events. **Strategy Implementation and Risk Management**- Implement the disbursement strategy and identify opportunities for improvement; Efficient planning around disbursement including identifying disbursement risks and mitigants, cashflow and impact; Review and update the Jobs Fund Operating Guidelines, Standard Operating Procedures on an ongoing basis; Provide input into the strategic planning processes of the Jobs Fund and adopt strategic projects and drive for better coordination and outcomes (escalation of issues, management interventions, risk-based site visit scheduling and length, management attendance of Project Steercoms, etc); Provide support for the development, assessment, and management of project improvement plans; Adherence to disbursement timelines and process as per the Disbursement Framework; Contribute to the development of the risk management framework for the Jobs Fund; Lead the implementation of strategic assignments including the establishment of new programmes and provide inputs into the submission of documents required to facilitate decision-making on additional budget allocations to the Jobs Fund (and related programmes) by relevant stakeholders.

**COMPETENCIES REQUIRED: Client Service Orientation** – Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. **Change Leadership** - The ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. **Concern for Quality and Order** - Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. **Effective Communication** - Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. **Integrity/ Honesty** - Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. **Networking and Influencing** - Establishes, maintains and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives **Organisational Awareness** - The ability to understand and learn the power relationships in one’s own organisation or in other organisations. This includes the ability to identify the real decision makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. **People Development and Management** - Mobilises people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. **Client Orientation** - Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients **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 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. **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** - 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. **Strategic Orientation-** Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on an awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. **Systems Thinking-** Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. **Economic Development-** Knowledge/ understanding of how labour markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor approaches to development. **Corporate Finance/ Project Finance/structured finance/ Grant Management-** Specific area of finance dealing with the financial decisions corporations make and the tools as well as analyses used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds cost of capital, without taking excessive financial risks. **Policy Development, Management and Dissemination-** Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. **Project Management-** Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. **Communication/ Knowledge Management-** Verbal and writing skills, Stakeholder engagement and writing up case studies. **Impact evaluation-** Understanding impact evaluation methodologies, implementing evaluation programmes.

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