

## ANNEXURE

### GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

NOTE: Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

**APPLICATIONS:** Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Potential candidates may apply online and attach accompanying documents on the GTAC website at <https://www.gtac.gov.za/careers>

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

CLOSING DATE: 01 November 2024 at 12 pm.

### POST: DIRECTOR: EVALUATION & LEARNING (JOBS FUND)

**REF NO: G05/2024**

TERM: 24 months fixed-term contract

SALARY: R1,216,824.00 per annum (All-inclusive), (Level 13)  
PSR 44 will apply to candidates appointed in the Salary Level

CENTRE: Pretoria

Calling all Evaluation & Learning Specialists with experience in applied research, formative, mid-term and summative evaluations, data analysis, policy development and report writing to apply for a position at the Jobs Fund.

Are you passionate about impact investing and the measurement thereof? Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

**REQUIREMENTS:** Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Development Studies, Public Administration, Economics and related fields. Postgraduate qualification in development studies, economics or social sciences or equivalent would be advantageous. Training or certification statistics and quantitative measurements. 6-8 years' experience in monitoring reporting and evaluating projects/programmes. At least 5 years' experience in a middle management position. Experience in establishing and/or implementing programme monitoring and evaluation systems using indicators and Development Impact Reports. Experience in the design and implementation of evaluations. Knowledge of questionnaire design and development of review instruments. Knowledge and experience in collating and analysing quantitative data for reporting and dissemination. Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and

other stakeholders. Experience in the application of leading qualitative and quantitative data collection, analysis and reporting tools. Experience in managing projects with multiple stakeholders. Experience in working on knowledge management initiatives.

**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.
- 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.
- 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:** 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.
- Resource Planning:** Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes.
- 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.
- 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 standardization 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 able to identify appropriate methodology.
- 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.
- Data Analysis:** Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis.

**DUTIES:** Carrying out and attaining the mission and the goals of the Monitoring & Evaluation (M&E) unit. Develop a company culture that emphasises quality, continuous improvement, key employee retention and development, and high performance. Provide oversight and direction to the employees in the Monitoring & Evaluation unit by following the Jobs Fund's policies and procedures. Responsible for implementing a Jobs Fund-wide M&E framework and plan, with a priority focus on ensuring that the requirements of the Job Fund are met and aligned with the National Treasury and other critical funders/stakeholders. Manage the development processes and procedures for accurate monitoring and evaluation. Promote the utilisation of results-based monitoring and measurement in the fast-tracking of Jobs Fund reporting mechanisms and the development of processes and procedures for accurate monitoring. Build the Jobs Fund's internal learning and collaboration processes. Promote a knowledge-sharing and learning culture at the Jobs Fund. Disseminate key lessons learned to improve the implementation of projects, and the monitoring and evaluation of projects. Advocate the Fund by sharing good practices and lessons learned with relevant stakeholders.

**Monitoring, Reporting and Measurement:** Provide strategic direction to the Jobs Fund monitoring and evaluation unit. Conduct M&E training needs assessment of the Jobs Fund programme staff and make recommendations on how to strengthen the capacity in monitoring and evaluation accordingly. Lead the development, implementation and coordination of an operational M&E framework, ensuring that it meets the needs of the Jobs Fund. Enhance results-based monitoring and measurement and integrate it into the planning phase of all projects. Provide induction and support to all relevant stakeholders in the Jobs Fund on the M&E framework and how to integrate it within the programme and project management of the Jobs Fund. Participate in the development and support of multifunction systems and procedures that relate to project management of Jobs Fund projects. Work closely with Job Fund's Programme management to provide targeted support to key projects to establish M&E plans, to provide tools, manuals and guidelines and other materials for staff. Provide guidance in the identification of sources of data, collection and output methods. Provide

support and oversight to ensure monitoring data is gathered and reported on. Lead the review, analysis and synthesis of monitoring data reported by all programmes/projects on a regular basis in preparation for reporting against set Jobs Fund indicators and Development Impact Reports (DIRs). Provide timely feedback to programme/project staff on the quality of data, identify gaps in data in a timely manner and work with staff to address weaknesses. **Evaluation and Support:** Provide strategic inputs into the management of the Jobs Fund Evaluation Framework and Learning Agenda. Design Project Formative, Midline, and Summative Evaluations. Support, organise or commission evaluations and case studies of Jobs Fund interventions as stated in programme/project M&E plans. Ensure that evaluations are conducted regularly within available budgets. Review and sign off on evaluations conducted externally. Lead the analysis, synthesis and where relevant integration of results of evaluations. Lead the development of Terms of Reference for evaluations and manage the service provider selection process. Utilise evaluation results to improve project roll-out and to identify and appraise new projects. Support partners in the development of results chains for their projects. Provide advice/information/guidance to project managers and partners on the most appropriate evaluation methodology for their projects. **Promote and Enhance Learning:** Lead the analysis and synthesis of findings from project evaluations. Initiate awareness sessions with stakeholders on evaluation, self-evaluation, project close-out and results-based management. Facilitate and coordinate information sharing. Guide the M&E team in performing benchmarking and research exercises on job creation, sustainability and systemic change. Manage research outputs and facilitate the implementation of research findings and recommendations. Initiate the creation of a network platform with internal and external stakeholders in the establishment of dialogue on the outcomes of evaluation results. Engage in activities related to the synthesis and dissemination of lessons learned by the Jobs Fund. **Client Liaison:** Develop and maintain relationships with internal and external stakeholders. Develop an exchange of experiences by participating in any existing network of relevant research about job creation, employability and systemic change. Conduct awareness sessions of results-based monitoring, reporting and measurement of tools and systems. Develop the strategy for the dissemination of learnings from case studies, reviews and project evaluations. **Research and Development Processes:** Embark on research and benchmark projects with established international institutions on best practices pertaining to monitoring, and evaluation. Integrate findings, and trends into future developments and tools pertaining to monitoring and evaluation practices, which will benefit the government as a whole. Conduct long- and short-term research, analysis, and information-gathering assignments in support of evaluation and learning efforts. Manage assessment and progress reporting efforts. Manage, analyse, and effectively visualise large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis. **Management of Data and Systems:** Develop and maintain tools in support of the monitoring, evaluation and reporting for records purposes and future references. Monitor the evaluation of reports and keep a record of discrepancies and oversights for enhancement of processes and procedures. Evaluate the validity and integrity of information against said norms and standards. Identify opportunities to optimise the Job Fund's collection, use, and management of data. Develop and conduct 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 (Grants Management System) team and unit staff on broader system enhancements. **Monitoring and Evaluation System:** Develop the overall framework of the monitoring and evaluation activities. Document responsibilities and prepare a work plan and detailed budget for the monitoring and evaluation activities. Ensure that realistic intermediate and end-of-project targets are defined. Establish an effective system for assessing the validity of monitoring and evaluation data through a review of activities. Draft tools and their revisions as well as data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals). Define and implement the key project performance indicators (Key Performance Indicators) as well as monitor them throughout the duration of projects. **Implementation Framework:** Design the framework for the physical and process monitoring of project activities. Develop and publish a Monitoring and Evaluation works plan. Promote a results-based approach to monitoring and evaluation, emphasising results and impacts. Coordinate the preparation of all monitoring and evaluation reports. Provide guidelines to business units and JF partners for preparing reports in line with agreed-upon standards. Prepare management reports for implementation progress and challenges together with recommendations. Undertake regular visits to the fields to support implementation of monitoring and evaluation. Monitor the quality of data produced and identify where adaptations might be needed. Monitor the follow-up of evaluation recommendations with project managers. Promote collaborative planning and monitoring with business units. Provide refresher training in monitoring and evaluation for Jobs Fund Partners (JFPs). **End User Accountability:** Develop field complaints mechanism, related processes and procedures to ensure that business units have access to and are able to respond to JF partners. Coordinate with business units the implementation of complaints mechanism including the quality and timeliness of replies provided to JFPs. Provide regular summaries of key issues raised through complaints mechanism to senior staff with recommendations. Support business units and JFPs to internalise the feedback received through the complaints

system to enhance the quality of activities and services. Conduct studies and research on cross-cutting issues on the causes and roots of problems identified through complaints mechanisms or other sources. **Communication, Reporting, Monitoring & Training:** Assist Programme Development/Grants Management in establishing log frames, M&E work plans, and targets during the drafting of project proposals as well as throughout project implementation. Identify the causes of potential bottlenecks in project implementation and enhance the quality of reporting. Coach, mentor and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities. Empower employees to take responsibility for their jobs and goals. Delegate responsibility and expect accountability and regular feedback. Lead employees using a performance management and development process that provides an overall context and framework to encourage employee contribution and includes goal setting, feedback, and performance development planning.

HR ENQUIRIES: Kaizer Malakoane 066 250 7072  
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