

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, and personnel suitability checks 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.

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: FINANCIAL ANALYST (JOBS FUND)

REF NO: G06/2024

TERM: 24 Months Fixed Term Contract

SALARY: R1,003,890.00 per annum, (All-inclusive), (Level 12)
PSR 44 will apply to candidates appointed in the Salary Level

Centre: PRETORIA

Calling all finance specialists with experience in development finance, impact investing, grant management, social impact programmes and project management to apply for a position at the Jobs Fund.

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: A Bachelor's degree (NQF Level 7) in Finance, Project Finance, Chartered Accountants, ACCA Qualified or Economics or a related field. A Postgraduate qualification in Finance or Project Finance would be advantageous. A minimum of 6-8 years' experience in Project Finance, Corporate Finance or Structured Finance, with at least 3 years of management-level experience. Experience in the public service would be advantageous.

COMPETENCIES 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. **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 services 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. **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 information systems. **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/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 organizing 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. **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. **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.

DUTIES: To be responsible for the financial management and oversight of funds allocated to the Jobs Fund, 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. Enhances 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. Improves 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 Jobs Fund value-for-money frameworks. **Governance and Compliance:** Review of Jobs Fund 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 on 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 programmes. Review financial models and budget re-projections. Develop strategies for enhancing efficient spending against targets. Prepare regular reports for various stakeholders on overall fund progress. Manages Fund cash flow and prepares drawdown requests to sufficiently capitalise the various programmes 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 post-investment. Prepares financial reports on allocated fund performance. **Stakeholder Management:** Prepares financial reports on allocated fund performance. Motivates and provides support to project teams to achieve their targets. Provides technical and non-technical support to Jobs Fund staff and other stakeholders. Manage 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 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.

HR ENQUIRIES: Kaizer Malakoane 066 250 7072
TECHNICAL JOB ENQUIRIES: jobsfund@treasury.gov.za