

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: G07/2024

TERM: 24 Months Fixed Term Contract

SALARY: R849,702.00 per annum, (All-inclusive), (Level 11)
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 or Economics or a related field. A Qualification in Public Finance will be an added advantage. A minimum of 4 years post training/ internship experience with at least 6 years' experience in Project Finance, Corporate Finance or Structured Finance with at least 3 years at a management level. Experience in the public service will be an added advantage.

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 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 analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa. **Jobs Fund Regulatory Framework:** Prepare and maintain mandated documents as required. Review Jobs Fund policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Assist the Jobs Fund in the management and interpretation of the Auditing regulations and procedures. **Jobs Fund Applications and Investment Opportunities Appraisals:** Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. To conduct a financial appraisal of the application which includes analysing the proposed financial model. Utilise and Quality Assure the Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP) to capture and review the Application proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare

appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. **Jobs Fund Portfolio Investment Analysis:** Analyse investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Prepare and submit surplus memos for implementation. **Jobs Fund Performance and Reporting:** Coordinate with other members of the Jobs Fund Project Management Unit to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. **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.

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