

## 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: PROJECT MANAGER (JOBS FUND)

REF NO: G08/2024

TERM: 24 months fixed-term contract

SALARY: R849,702.00 per annum, (All-inclusive), (Level 11)

CENTRE: Pretoria

Calling all project management 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:** Bachelor's degree/ Advanced Diploma (NQF Level 7) in Developmental Finance, Economics, Business Management, Project Management, Project Finance, or a related field. A Postgraduate qualification in Development Finance Economics, Business Management, Project Management and Project Finance would be advantageous. Minimum 5 years' experience in a project management or programme management position, at least 2 years of which at a management level.

**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.
- Commitment to Learning:** Actively pursue learning and development in order to achieve results and contribute to continuous improvement. Supports and encourages the learning and development of others.
- 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, 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.
- Information Sharing:** Both the

motivation to expand and use one's knowledge and the willingness to share this knowledge with 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. **Financial Analysis:** Knowledge of financial data analysis including the ability to collect and monitor data, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. **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. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). **Systems Thinking:** Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. **Team Participation:** Works co-operatively with others, working together as opposed to working separately or competitively. **Valuing Diversity:** 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. It also means being able to work well with a wide variety of people representing different backgrounds, cultures, and socio-economic levels. **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. **Administrative Operations:** Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. **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). **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. **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. **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 NT and/or DPSA and/or other regulatory prescripts regarding procurement, contract management and services payment; Jobs Fund and grants management; labour management and employment in South Africa. **Project Budget Management:** Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. **Project Governance:** Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. **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. **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.

**DUTIES:** To lead in the planning, managing, organising, and monitoring of project implementation in the Jobs Fund and contribute to the knowledge and learning agenda of the Jobs Fund. **Project Management:** Manage project plans, deliverables, financials, dependencies and outcomes of assigned projects to ensure that the project goals and objectives are achieved within the project timeframe and guidelines by the relevant stakeholders and management committees. Manage overall project risk through identified mitigation processes proactively with project stakeholders to avoid project delivery, problems and delays. Manage successful implementation of projects for the full cycle of each project including: Programme induction sessions; quality maintenance of project records and documentation;

guidance and direction in terms of programme objectives and operations; analysis and reporting on project products (e.g. business plans and project plans); support data population and manage information; monitoring and evaluation of projects; project cash flows and expenditure reporting; and conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure Project documentation conforms to agreed standards and procedures, and review progress against milestones and targets. Do a qualitative analysis of documents. Compile and present project status reports to provide project updates on activities and deliverables. Assist with ensuring that governance requirements of professional project management and those applicable to the National Treasury and Municipality are adhered to. Make recommendations aligned with the project specifications ensuring that the specifics of the project are being adhered to. **Strategic Management and Planning:** Manage projects and portfolio activities in line with strategies and policies. Design and implement any strategic management and planning aspects as directed. **Financial Management:** Contribute to the efficient financial and technical management of Jobs Fund projects. Ensure project deliverables stay on time, on-target and in-budget. Coordinate with other members of the Jobs Fun Project Management Unit (JF PMU) to review financial information and forecasts. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. **Stakeholder Engagement:** Establish and maintain an effective relationship with the National Treasury and other government departments, the private investor community, official development agencies and other stakeholders. Identify and liaise with relevant project stakeholders.

HR ENQUIRIES: Kaizer Malakoane 066 250 7072

TECHNICAL JOB ENQUIRIES: [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za)