

## 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: TEAM LEADER: PROJECT MANAGEMENT (JOBS FUND)

**REF NO: G04/2024**

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 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 Development Finance; Economics; Business Management; Project Management; Project Finance, or related field. Postgraduate qualification or internationally recognised certification in Project Finance; Project Management or related field would be advantageous. A minimum of 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. At least 7 years' experience and track record in respect of economic project/programme development and support. Strong economics background (Development/Behaviour/Micro with experience in active labour market interventions. Strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors.

**COMPETENCIES REQUIRED:**

**Client Service 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. **Change Leadership:** Change leadership is 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 an 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:** 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. **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. Managers demonstrate concern for individual differences and employee morale and foster employee development through responsibility sharing, learning and training opportunities. **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., 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. **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:** 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 regard 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 on 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 areas 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 the 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 the National 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:**

Verbal and writing skills, stakeholder engagement and writing up case studies. **Impact Evaluation:** Understanding impact evaluation methodologies, implementing evaluation programmes.

**DUTIES:** To provide strategic and technical advice in the management of the Jobs Fund portfolio of projects and contribute to the knowledge and learning agenda of the Fund. **Management of Funding round including 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 the term sheet, Jobs Fund policies and knowledge outcomes. Provide quality assurance on allocated projects including admin support related to project decision records, minutes etc. Support staff and applicants. Analyse the application financial model and advise on an appropriate structure. Input Financial Research and funding requirements into the Term Sheet and Application appraisal documents. Analysing Annual Financial Statements (AFS) and management Accounts and interpreting ratios. Assist with the Financial Appraisals. Analysis of the Applicant's past Annual Financial Statements, cash flows and cash flow projections. **Contracting:** Quality assurance of Activity Based Costing Contracting Implementation Monitoring Plans (ABC PIMPs). Ensuring that the contracting ABC PIMP is per the one provided at appraisal to the Jobs Fund Investment Committee (JFIC) and that all figures are as per the Executive Summary. Ensuring that the Approved Financial Models are carried through the contracting documents. Reviewing of Matched funding agreements and documentation. Interrogation of Financial Models and ensuring that the contracted models are as per the Jobs Fund Operating Guidelines. Supporting the contracting process through training, negotiations and preparation/ Quality assurance of contracting documentation. Implementing effective contracting strategies to ensure the process is completed and contracting conditions have been met. **Post-Investment Monitoring:** Input at project monitoring committees -Project Implementation Review Meeting (PIRM), and participating in Project Close-out Reports (PCR), Post Implementation Monitoring Reporting Meetings etc. Participate in the Design and implement Year-End Review (YER) process. Communicate and manage audit logs in the Project Management Unit (PMU). Participate in finance processes and the preparation of documentation: Secondary Bank accounts and Surplus documentation. Quality assure that the implementing Financial Model is as per the approved model. Ensure the maintenance of all financial evidence of projects. Quality Assure the maintenance of a separate set of Project Financials by the JFP. Assist in the Project Financial Audits and ensure that all submitted audits are per the Operating Guidelines. Monitor and resolve all Audit findings. Maintain and Quality Assurance of the Finance evidence **Relationship Management:** Implement relationship management mandate for the Jobs Fund. Develop and maintain strategic relationships with Jobs Fund partners and other stakeholders. Provide oversight/ manage intermediaries. Develop governance frameworks and manage implementation. **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; Project Close -Out Reports. Implement external knowledge strategy for the Jobs Fund which includes the management and/or production of: Research papers/ Learning series; Community of Practice (COP/ Webinars); Creating a network of key influencers and stakeholders. Assist with project evaluation work and draft analytical pieces for the Jobs Fund. 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 creating a high-performing team. Manage resourcing and balancing work allocations. Assess staff performance throughout the financial year. Organising and managing 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 and Standard Operating Procedures on an ongoing basis. Provide input into the strategic planning processes of the Jobs Fund. 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 processes as per the Disbursement Framework. Contribute to the development of a risk management framework for the Jobs Fund. Lead the implementation of strategic assignments including the establishment of new programmes. 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.

HR ENQUIRIES: Kaizer Malakoane 066 250 7072

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