

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 08 September 2022 at 12pm
- NOTE** : Only South African Citizens, and Permanent Residents need 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed and signed Z83 and a detailed Curriculum Vitae. Only Certified copies of qualifications and other relevant documents will be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

- POST 30/38** : **FINANCIAL ANALYST (JOBS FUND) REF NO: G24/2023**
(Term: 24 Months Fixed Term Contract)
- SALARY** : R811 560 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF Level 7) in Finance or Economics or 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 1 year at management level. Experience in the public service will be an added advantage. Competencies Required: Computer Literary: 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 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, setting up and maintaining information system. 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 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., 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. 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 co-operatively 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

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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. Jobs Fund Applications and Investment Opportunities Appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for 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. 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 in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

ENQUIRIES : HR: Kaizer Malakoane at (066) 250 7072, kaizer.malakoane@qtac.gov.za
 Technical Job Enquiries: jobsfund@treasury.gov.za

POST 30/39 : **COMMUNICATION OFFICER (JOBS FUND) REF NO: G25/2023**
 (Term: 24 Months Fixed Term Contract)

SALARY : R424 104 per annum (Level 09), (excluding benefits), PSR 44 will apply to candidates appointed in the salary level

CENTRE : Pretoria

REQUIREMENTS : A bachelor's degree/ National Diploma in Communications or related field, a Postgraduate qualification in marketing and/or communications, and or public relations will be an added advantage. 3-4 years of experience in the management, promotion and delivery or corporate communication strategic and operational activities, and public relations, experience working in a public sector is highly desirable. Overall, the Jobs Fund is looking for a highly motivated and professional individual with a passion for communications, social development, and creating an impact. This individual is expected to, amongst others: Hit the ground running and quickly develop a comprehensive understanding of the organisation, its strategy, its projects and where it is located within South Africa's development landscape; Use their creativity to put forward ideas to promote the work of the Jobs Fund; Have excellent spoken and written English language skills; Gather information for the production of good quality, relevant articles/content; Manage the Fund's social media accounts; Have excellent professional etiquette and display this at all times; Be comfortable working independently, keeping track of deliverables and ensuring communications targets are met on time, as per the expected quality standards. Competencies Required: 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. Policy Development and Management: 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 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. 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 (MSOffice, Internet, email).

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. Emotional Intelligence: 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. 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, setting up and maintaining information system. 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., 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. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively.

DUTIES

: The Communications Officer will be responsible for coordinating the planning and execution of the knowledge sharing and communications activities of the Jobs Fund Project Management Office (PMO). This includes producing content, organising events, sourcing information, monitoring, and responding to internal and external enquiries, managing databases and records, and contributing to the Jobs Fund (JF) communications strategy. Public Relations: Plan and coordinate public relations programmes designed to create and maintain a favourable public image for JF. Provide clients with information about new promotional opportunities and current PR campaigns progress. Design, write and/or produce presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos. Events: Plan and implement promotion of events to target audiences in order to maximise JF's profile (such as webinars, press conferences, open days, exhibitions and site visits). Coordinate requests from Jobs Fund Partners and External stakeholders for JF to participate in events, obtaining the relevant approvals from management. Prepare speaking notes and/or presentations for events. Communication Framework: Coordinate communications strategies, including the development of brochures, social media posts, website content, articles, corporate publications, and media releases to maximise promotion and reach of activities. Form partnerships with relevant bodies and persons on developments in the fields of Communications. Subscribe to relevant publications, Newsletters, and websites to keep abreast of developments in the fields of Communications and PR and socio-economic development. Promote the participation of management in relevant industry events, conferences, and workshops. Develop, communicate, and monitor compliance against guidelines and procedures related to organisation-wide communications policy. Promotions and Marketing: Assist in providing content, production and design advice for all marketing/ PR/ communications publications as required. Develop new publications and facilitate other information-sharing opportunities to assist in achieving marketing targets. Coordinate market research to understand the needs of specific target groups and ensure maximum participation in all internal and external JF surveys and polls. Website and Social Media Administration: Leverage existing and emerging technologies to engage audiences including integration of social media into marketing campaigns and activities to maximise effectiveness. Review and redevelop the presentation of website, intranet, social media, and other digital applications to ensure currency and communication excellence whilst enabling continuous improvement. Coordinate all social media activity (Twitter, Facebook, LinkedIn) and manage corporate social media accounts. Inbound and Outbound Communication: Coordinate and monitor JF's internal communication programme. Manage the Jobs Fund inbox and ensure all enquiries are responded to within the acceptable time limit. Escalate issues to management. Coordinate the communication with applicants during funding rounds: Respond to queries from applicants; Ensure that applications to the JF who are not successful are duly informed; Communicate eligibility criteria to unsuccessful applicants as per instruction from management. Communicate approved publications and invitations to internal and external stakeholders as

applicable. Database Management: Proactively identify key stakeholders and contacts that can be useful in promoting the Jobs Fund network and influence and with management concurrence update the Jobs Fund Contacts Database. Be the custodian of the media list, the communications database, and the enquiry log. Maintain and update the databases as per the prescribed intervals which could be daily, a few times per week, monthly or quarterly. Regularly submit the enquiries database and summary of activity to management. Liaise with legal regularly on POPIA compliance and remove any individuals on the database who no longer wish to receive JF publications.

ENQUIRIES

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