

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

<b><u>APPLICATIONS</u></b>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <a href="https://erecruitment.gtac.gov.za/erecruitment/">https://erecruitment.gtac.gov.za/erecruitment/</a>
<b><u>CLOSING DATE</u></b>	:	15 August 2025 at 12 pm.
<b><u>NOTE</u></b>	:	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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

**MANAGEMENT ECHELON**

<b><u>POST 27/08</u></b>	:	<b><u>DIRECTOR: FINANCE (JOBS FUND PMU) REF NO: G07/2025</u></b> Term: 24 Months Fixed-Term contract
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A bachelor's degree/ Advanced Diploma (NQF Level 7) in Finance, Accounting, Business, Public Administration or related field. A Postgraduate qualification in Economic Sciences, Development Studies, Finance or Financial Management will be advantageous. 6 years of experience in budget preparation and/or accounting program analysis in a public or governmental setting. 5 years of experience at a middle/senior management level. Competencies Required: Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's own organisation or 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. 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 organising 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: Organises 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. Effective Communication: Ability to transmit and receive information clearly and communicate effectively with 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. Resilience: The 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. Public Finance: Field of economics that studies government activities and the alternative means of financing them. Financial Analysis: A project evaluation technique which is undertaken from the perspective of the individual or agency, rather than having an economic or system-wide perspective, as used in cost-benefit analysis. It deals with the costs and revenue flows from the point of view of a firm or individual; it traces the investment's monetary effects. Economics and/or Finance: The Science that studies the allocation of resources to satisfy unlimited wants for capital. Corporate Finance: A specific area of finance dealing with the financial decisions corporations make and the tools as well as analysis 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 cost of capital, without taking excessive financial risks. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardisation processes. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process, and public affairs as it pertains to NT, including the ability to monitor legislation that is of interest to Treasury. Utilises a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. 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). 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.

## **DUTIES**

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To provide strategic and operational financial leadership and support for the Jobs Fund. Strategic Support: Analysis of financial data to provide input into the Fund strategy. Support fundraising activities for the Fund. Manage the budget process for the fund, including preparation of submissions and presentations. Develop Jobs Fund Strategic Business Case and implementation plans. Provide input to GTAC policies. Revise Jobs Fund Governance Committee Terms of References. Provide input to the Jobs Fund Balanced Scorecard. Develop unit operational plans and report on progress. Contribute to the Jobs Fund learning agenda. Provide input into annual programme performance and quarterly reviews. Monitor changes to applicable legislation and ensure Fund compliance with PFMA and other applicable legislation. Advance Fund Learning Agenda by hosting brown bags. Manage Jobs Fund Budget: Provide inputs to the budget cycle and oversee all budget-related processes including preparation of submissions for: Medium Term Expenditure Framework (MTEF); Estimates of National Expenditure (ENE); Rollover Requests.; Retention of Surplus Funds; Engagements with Public Finance; Monthly budget reports; quarterly fund transfers and cost recovery and Ad hoc requests for budget-related information. Manage Jobs Fund Programme's operational and grant budget, including the analysis of historical spending patterns, budget projections, the monthly drawings programme and annual procurement plan. Manage quarterly transfer of funds. Manage the processing of grant payments (budget of R300 – R700 million per annum) and record keeping. Manage the operational expenditure (R56 million – R80 million per annum). Ensure invoices are complete and are aligned to the agreed-upon terms before processing. Keep track of service provider payments against contracted deliverables. Oversee the cost recovery process between National Treasury and GTAC, as well as the quarterly transfer of fund requests. Manage the Jobs Fund Risk Register. Manage the Jobs Fund asset register. Develop financial reports for forecasting, trend analysis, and disseminating results. Monitor, identify, and communicate over-expenditures to internal clients.

Analyse monthly department budgeting and accounting reports to maintain expenditure controls and submit monthly reports. Plan, organise, coordinate, schedule and evaluate budgetary activities. Compile and analyse accounting records and other data to determine the financial resources required to implement the programme. Direct the preparation of regular and special budget reports. Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Interpret budget directives and establish policies for carrying out the mandate. Procurement and Contract Management: Develop Terms of References for the procurement of Goods & Services for the Jobs Fund. This includes procurement of service providers for project evaluations, audits, etc. Serve as a Bid Evaluation Committee member for Jobs Fund bids (Open Tenders, Requests for Proposals and Requests for Quotations). Oversee the management and engagement of service providers on contracting matters. Prepare extensions where required and prepare quarterly service provider reviews and project closeout documentation. Formulate Instructions to Perform Work (IPWs) with service providers. Manage project deliverables, review deliverables and collate input from various stakeholders. Liaise with service providers and promote a culture of adherence towards efficiency and effective application of value for money. Formulate the specifications for the procurement of goods and capital equipment. Reporting: Provide input into the Annual Performance Plan (APP) of the National Treasury and report on the achievement of the Fund's performance indicators. Prepare and submit Fund inputs to the National Treasury Annual Report. Provide input for the quarterly Jobs Fund Portfolio Report, which is submitted to the Minister of Finance. Conduct research and assist with Jobs Fund newsletters and ministerial highlights. Research, compile, maintain, and update budgetary and forecast data to provide management with expenditure data, trend analyses and recommendations. Perform expenditure analysis to inform management of budget variances, explain causes, and measure impact on department mission and resources. Internal Audit and AG Report: Conduct walkthroughs to ensure controls are operating effectively. Prepare responses to audit queries and requests for information. Conduct investigations on cases of non-compliance with prescripts. Review audit reports and supervise the implementation and follow-up of audit findings. Provide advice on financial issues and internal control solutions to senior management. Ensure proper execution of audits in the Jobs Fund. Prepare and track audit log for resolution of all matters.

**ENQUIRIES**

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