

DUTIES

Knowledge of the field of economics that studies government activities and the alternative means of financing them.

: 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 (JF) 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 JF 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; 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 Appraisal documents. Jobs Fund Portfolio of 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 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 projects. Jobs Fund performance and reporting: Coordinate with other members of the JF Project Management Unit (PMU) 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 APPLICATIONS

: Kaizer Malakoane at 066 250 7072
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POST 43/57

: **MONITORING AND REPORTING SPECIALIST: JOBS FUND PMU REF NO: G21/2025 (X2 POSTS)**
Term: 24 Months Fixed-Term contract

SALARY

: R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

CENTRE REQUIREMENTS

: Pretoria
: Bachelors' Degree/ Advanced Diploma/ BTech (NQF 7) in Economics, Social Sciences or related field. A Postgraduate qualification in monitoring and evaluation, and/or statistical analysis would be advantageous. 6 – 8 years' experience in monitoring, measurement and evaluation of development programmes/ projects, at least two years of experience at a management level. Experience in the public service would be advantageous. Competencies Required: 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. **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. **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. **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:** 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. **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. **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 for others. **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. **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. **Data Analysis:** Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. **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 standardization processes. **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. **Monitoring, Evaluation and Reporting:** In-depth knowledge of establishing monitoring and evaluation frameworks and indicators, and development and implementation of qualitative and quantitative monitoring, evaluation and reporting approaches, methodologies and tools. **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. Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. 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 service 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.

DUTIES

: Jobs Fund (JF) Projects Monitoring and Reporting Planning: Design and develop monitoring and measurement plans for JF projects at project inception to ensure integration of monitoring and measurement at all project phases. Participate in Monitoring & Reporting (M&R) planning and design meetings for the: determination of project outcomes, outputs and measurement criteria, design of results chains, identification of data sources for baseline assessments, and development of data collection methods. Develop and submit proposals for JF projects' monitoring and reporting systems. Collate, process and lodge JF projects' monitoring and measurement plans. Establish and communicate JF projects' monitoring and reporting schedule and requirements. Appraise the Project Implementation Monitoring Plans and Theory of Change of new project applications. Advise on the use of job proxies when required. JF Projects Monitoring and Reporting Administration: Review JF project reports from the Grant Management System (GMS). Test the validity and integrity of the Jobs Fund Partner project-reported information against norms and standards, review the evidence submitted by Jobs Fund Partners for accuracy and facilitate the corrections, where required. Align with DCED standards. Prepare recommendations for the enhancement of processes and procedures. Disseminate data for reporting purposes. Participate in meetings, workshops and other discussion forums to establish dialogue on reported project progress and evaluation results. Ensure that M&R records and evidence are up to date and audit-ready. Conduct sample reviews of project reports and evidence. Monitoring and reporting capacity development and learning: On-going liaison and engagement with Jobs Fund stakeholders regarding the monitoring, evaluation and reporting on all aspects of the project. Conduct awareness and promotion sessions for stakeholders on the utilisation of results-based monitoring, measurement and reporting tools and systems and the Jobs Fund reporting mechanisms. Collate, distribute and file learning reports from client feedback, case studies, reviews and project evaluations. Participate in research networks on job creation, employment and systemic change, and collect, collate, distribute and file participation reports. Monitoring and reporting processes and tools research and development: Participate in research and benchmarking projects with established international institutions on best practices and trends pertaining to monitoring and reporting, and the preparation, distribution and filing of research reports. Integrate findings into monitoring and evaluation tools and practices. Maintain and update, as required, JF projects' monitoring, evaluation and reporting processes, procedures and tools and processes for, inter alia, record keeping and referencing. Maintain JF internal and external platforms and mechanisms for the dissemination and interpretation of information.

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