

## GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- APPLICATIONS** : Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>
- CLOSING DATE** : 12 May 2026 at 12 pm.
- 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. 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

- POST 14/26** : **SENIOR TECHNICAL FINANCE SPECIALIST (JOBS FUND) REF NO: G04/2026**  
Term: 24 months fixed-term contract  
Role Purpose: The role provides senior-level technical finance and investment expertise across the full project lifecycle from deal origination and financial structuring to due diligence, risk management, and portfolio oversight. The incumbent will assess complex financial structures, ensure the catalytic use of grant funding, support pipeline development, and contribute to applied research on job creation, value chains, and the green and informal economy, including the Just Energy Transition.
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.
- CENTRE** : Jobs Fund | GTAC | Pretoria
- REQUIREMENTS** : A degree (NQF Level 7 or higher) in Finance, Economics, Accounting, Business Management, Development Finance, or a related field. Formal training or qualification in project or programme management. 10–15 years' experience in project finance, corporate finance, structured finance, or investment analysis, including appraisal and closing of complex transactions. Demonstrated experience assessing innovative or non-standard financial structures and grant-based funding mechanisms. Strong understanding of private-sector financing, incentives, and risk dynamics. Proven ability to conduct due diligence, analyse financial statements and models, and exercise sound investment judgment. 5 years of experience at a senior managerial level. Advantageous Experience and Qualifications: Post graduate qualifications in

Finance, Economics, Accounting, Business Management, Development Finance, or a related field. CFA, CA(SA), MBA (Finance/Strategy), or equivalent senior professional qualification. Experience in development finance, impact investing, blended finance, climate finance, or transition finance. Experience working on green economy, informal economy, or Just Energy Transition–related projects or value chains. Experience conducting or translating research on value chains, labour absorption, or economic development outcomes. Ideal Candidate Profile: You are a senior technical finance professional who combines strong analytical rigour with practical deal-making experience. You are comfortable working between public and private sectors, interrogating complex financial structures, and applying an investment lens to real-world job creation challenges. You bring independence of thought, strong judgment, and a commitment to using public resources catalytically for inclusive growth.

**DUTIES** :

Originate and develop a pipeline of high-impact, employment-focused investment opportunities in partnership with private sector firms, intermediaries, developers, and ecosystem partners. Analyse, structure, and assess complex financial instruments and funding models, including blended finance, debt structures, outcome-based financing, and performance-linked grants. Conduct rigorous financial, commercial, and operational due diligence on project applications, including assessment of financial additionality, sustainability, and execution risk. Identify and analyse financial, market, governance, and performance risks arising from different project structures, and recommend appropriate mitigation strategies. Lead and quality-assure appraisal reports and funding recommendations submitted to Technical Evaluation and Investment Committees. Provide technical oversight of high-risk or complex projects within the Jobs Fund portfolio and support remedial action where performance challenges arise. Conduct independent applied research on job creation opportunities, priority value chains, the informal economy, and green and Just Energy Transition–related sectors, translating insights into funding and strategy inputs. Present financial, risk, and research findings clearly to internal decision-makers and external stakeholders. Coach, mentor, and technically support junior staff, building institutional capability in financial appraisal, risk analysis, and innovative finance. Represent the Jobs Fund in relevant stakeholder engagements, market forums, and learning platforms.

**ENQUIRIES** :

**NOTE** :

Kaizer Malakoane at 066 250 7072 or [kaizer.malakoane@gtac.gov.za](mailto:kaizer.malakoane@gtac.gov.za)

The Jobs Fund is recruiting a Senior Technical Finance Specialist to strengthen its capacity to originate, structure, appraise, and oversee innovative, employment-generating projects that leverage public finance to unlock private investment. This is a senior specialist role suited to an experienced finance professional with strong private-sector exposure and a deep understanding of development, impact, and transition finance.

#### **OTHER POST**

**POST 14/27** :

**PROJECT ADMINISTRATOR (JOBS FUND) REF NO: G05/2026**  
Term: 24 months fixed-term contract

**SALARY** :

**CENTRE** :

**REQUIREMENTS** :

R413 001 per annum (Level 08), (plus 37% in lieu of benefits)  
Pretoria  
A Bachelor's degree/ Advanced Diploma (NQF Level 7) in Accounting, Commerce, Business or Business Administration, Project Management or related field. Minimum 4 years' experience in a similar role or in project management/administration. Experience in using AI tools to support administrative functions. PowerPoint and production of presentations. Writing skills and a high level of proficiency in English. Experience in SharePoint Portal and electronic filing systems and Project Management and MS Project experience would be advantageous. Competencies Required: Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. 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). Typing

speed of 50–70 words per minute with 98–100% accuracy. 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. Resources Planning: The ability to organise work, set priorities and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with other organisations or parts of the organisation to accomplish goals; monitor progress and evaluate outcomes. 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. 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 information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view 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. 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. System Thinking: Orientation to think in system-wide terms with regards 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 for 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.

## **DUTIES**

: To provide administrative support service to the team and enable efficient and smooth operations. Diary, meetings administration and telephonic communications: Schedule and administer appointments and meetings including setting-up and confirming appointments and meetings and updating diaries preparing and distributing meeting schedules. Organise meetings and make sure all arrangements are made as follows: booking meeting rooms, parking, presentation aids, and catering and refreshments where required, scheduling meetings on MS teams or via Zoom where applicable, preparing, distributing and processing meeting invitations, directions and agendas, assisting with the compilation and distribution of meeting packs (hardcopy and/or electronic), arranging security and transport for delegates from other government and international institutions, where applicable, facilitating access to office, and receiving and assisting external and internal visitors and staff. Provide secretariat services to meetings including typing and distributing minutes, prepare and distribute meeting agendas, action logs and minutes, following up on decisions and actions arising from meeting, filing and archiving meeting minutes, notes, agenda, and documents. Facilitate and administer telephonic communications as follows: answering, screening of incoming telephone calls and maintaining a record of outgoing calls where applicable, develop and maintain an office contact list/directory, coordinate and submit telephone accounts to the relevant parties monthly. Documents and reports production and administration support: Administer all electronic and hard copy documents such as correspondence, memos, agreements and reports to ensure complete and auditable records. Acknowledging receipt of documents, noting priority, and tracking required response and/or handling. Following up

on deadlines for documents for submission. Maintaining an accurate log of all documents emanating from the unit that require approval. Assist with the preparation and finalisation of documents including: taking and/or transcribing dictation and notes, sourcing, obtaining and/or downloading documents as requested (from the internet and/or other sources), proofread, format, and apply Jobs Fund templates and branding standards for quality assurance, effecting necessary changes as requested and finalising documents, recording the distribution, confidentiality and indexing requirements of documents. Produce and distribute documents including, and as required: printing / copying, packaging and faxing / delivering / couriering / posting of hard copies, creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including opening and creating files, indexing, filing, and archiving documents, conducting electronic data clean-ups and back-ups, handling documents with utmost discretion. Travel arrangements and claims administration: Process travel requests for a team including confirming budget, obtaining approvals and making travel, transport and accommodation and security bookings as requested. Prepare travel packs including meetings itinerary and details and travel documents, schedule and details. Process and administer travel reports and travel claims and reconcile and organise the requisition and reimbursement of subsistence and travel claims. Maintain the Site Visit Register and track implementation follow-ups. Support data collection and clean-up for baseline, midline, and endline exercises. Office administration: Record and process requests for stationery and equipment including obtaining equipment approval and submitting to the relevant parties, assessing stationery needs, distributing and reconciling stationary monthly. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs to the relevant parties. Client and project teams support: Provide general programme information and assist with the resolution of client queries. Provide administrative and secretarial support to project teams as required and assist with the coordination and administration of project tasks. Compile and maintain project data. Provide procurement support to project teams including processing procurement requests, supporting procurement processes and processing and submitting invoices and claims for payment. Project management support: Assist in project planning sessions. Assist with the preparation and updating of project plans using appropriate software (including MS Project). Provide project management support to relevant staff members.

**ENQUIRIES**

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