

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.

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	28 August 2023
<u>NOTE</u>	:	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 the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only 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 the successful candidate will undergo the SMS Competency Assessment 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. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a 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 for the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

MANAGEMENT ECHELON

<u>POST 28/34</u>	:	<u>DIRECTOR: EVALUATION AND LEARNING (JOBS FUND) REF NO: G19/2023</u> (Term: 24 Months Fixed Term Contract)
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all – inclusive package) PSR 44 will apply to candidates appointed in the Salary Level.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior evaluator with experience in development finance, impact investing, social impact programmes and project management. A postgraduate qualification in Economics, Monitoring & Evaluation, Social Sciences or related field. A Masters-level qualification in Monitoring and Evaluation, and/or Statistical Analysis will be an added advantage. In addition, 8 to 10 years of experience in monitoring, measurement and evaluation of development programmes/projects is required, with at least 5 years in middle/senior management. Experience in the private and NPO sectors will be an added advantage. Competencies Required: Monitoring, Evaluation, Reporting & Research: 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. Experience in conceptualizing, designing and running development programme evaluations from start to finish. 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. 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). In particular, intermediate expertise in excel. 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. 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. 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. 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. 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. 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 Analytics: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Experience in conducting economic analyses and studies.

DUTIES

: The Evaluation & Learning Specialist will be responsible for the promotion of a knowledge-sharing and learning culture; the documentation and dissemination of key lessons learned to promote improvement in the measurement and evaluation of projects and related processes; and the design, implementation and management of evaluations. Evaluation and Support: Provide strategic inputs into the management of the Jobs Fund Evaluation Framework. Identify and evaluate progress on projects and extract learnings from the Jobs Fund portfolio. Initiate planning of projects to ensure that evaluation and learning is integrated at the project planning phase. Provide design and baseline assessments of projects reviews in support of the project results chain development. Conduct evaluations and provide guidance pertaining to the implementation of the Jobs Fund Evaluation. Align project/ programme related responses and provide recommendations based on monitor and evaluation results. Utilise evaluation results for the continued implementation of the investment strategy and identification and appraisal of new projects. Provide advice/information/guidance to project/ programme managers on evaluation of their projects and the most appropriate evaluation methodology. Promote and Enhance Learning: Analyse and synthesise stakeholders' findings in the recommendations for projects evaluations. Initiate awareness sessions with stakeholders on evaluation, self-evaluation, monitoring and results-based management. Facilitate and coordinate information sharing and benchmarking and research exercises with recognised on job creation, sustainability and systemic change. Document feedback on learnings from case studies, reviews, project close-outs and other related factors. Manage research outputs and facilitate the implementation of research findings and recommendations. Initiate the creation of a network platform with internal and external stakeholders in the establishment of dialogue on outcome of evaluation results. Client Engagement: Develop and maintain relationships with internal and external stakeholders. Liaise and engage with stakeholders on learning and evaluation at project level. Develop and maintain relationships with Universities, research institutions. Evaluation and Learning Framework:

Develop and implement the Jobs Fund's evaluation and learning planning, implementation, and use. Provide strategic oversight, guidance and quality control of evaluation and learning. Define quantifiable output, outcome and Key Performance Indicators (KPIs). Develop a learning review framework with business units. Define the integration with the research unit to ensure the extraction of project specific indicators for reporting and evaluation purposes. Constantly engage with project managers and communications to develop and document compelling outcome and impact success stories and to foster institutionalisation and internalisation of learning processes. Contribute to training of project managers, and partners on evaluation methodologies. Provide guidelines to staff and partners on evaluation and learning metrics and categories to effectively monitor current and future research. Management of Monitoring and Learning Data and Systems: Monitor and ensure integrity of data and systems including coordination of systems enhancements. Identify opportunities to optimize the Job Fund's collection, use, and management of data. Develop and conduct trainings for Jobs Fund staff on use of systems and effective data collection, use, and visualization. Monitoring and Learning Research: Conduct long and short-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Manage assessment and progress reporting efforts. Manage, analyse, and effectively visualize large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis.

ENQUIRIES

: HR Kaizer Malakoane at (066) 250 7072
Technical job enquiries: jobsfund@treasury.gov.za

POST 28/35

: **LEGAL SPECIALIST - JOBS FUND REF NO: G20/2023**
(Term: 24 Months Fixed Term Contract)

SALARY

: R1 162 200 per annum (Level 13), (all – inclusive package) PSR 44 will apply to candidates appointed in the Salary Level

**CENTRE
REQUIREMENTS**

: Pretoria
: LLB Degree (NQF Level 8). Minimum of 5-8 years' experience in a legal advisory environment. At least 5 years of middle management experience. Management experience in a legal environment with specific references to providing written and oral advice/ opinions and performing functions of a Corporate Law Advisor. Competencies Required: Client 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. People Empowerment: 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. 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. Systems 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. 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. 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. 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. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. 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. 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. 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.

DUTIES

: Draft contracts and legal instruments: Conduct and coordinate research into a range of legal issues. Draft contracts and develop the contracting process for reviewing contracts for compliance. Negotiate contracts on behalf of the GTAC/ Jobs Fund. Provide effective and efficient legal advice to various internal stakeholders on legal issues concerning, amongst others grant management, governance, compliance, litigation, dispute resolution and contract management. Contract Management and Administration: Record all new instructions accurately and ensure that all records are easily accessible. Develop a policy document/framework to govern contract management within the Jobs Fund. Responsible for the Jobs Fund contract management process. Develop and maintain a register of standardised templates. Manage the provisioning of legal consulting and advisory services: Analyse, request or provide an instruction for legal support. Allocate requests to relevant resources/ take responsibility. Ensure quality of advice. Building an understanding of legal issues, risks, and obligations through advice. Ensure communications and training, especially for other legal services staff and managers. Ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Jobs Fund effectively. Ensuring that professional best practice is achieved and maintained. Manage the drafting, reviewing and evaluation of contracts: Develop tactical and operational plans to ensure effective and efficient execution of drafting reviewing and evaluation of contracts. Ensuring regulatory and statutory compliance to legal standards when contracts are drafted. Ensuring that appropriate amendments and suggestions are effected to minimise risk. Ensure the proper evaluation of contracts to identify risk and compliance. Conduct an ongoing risk assessment to improve on established procedures and templates. Ensure legal compliance (regulatory and statutory): Ensure regulatory and statutory compliance with National Treasury regulations and broader legislative framework. Manage the control systems in relation to monitoring trends and track progress to ensure legal compliance. Conduct research on recent legal developments and share it with the other Business Units and affected stakeholders (where applicable). Litigate on behalf of the Jobs Fund and manage all litigation processes: Evaluate the extent of threats and/or risks arising from the legal process. Determine a legal approach to avoid risk and protect the Jobs Fund's interests. Set guidelines and control measures to be followed when in-sourcing legal professionals. Effectively manage the litigation process on behalf of the Jobs Fund. Relationship Building and Strategic Management: Maintain the stakeholder register. Provide advice to the Head of the Jobs Fund and the Executive Leadership team across the range of the Jobs Fund's legal interests, risks, and obligations. Ensure legality assurance perspective to the Job Fund's strategic and governance processes, particularly the executive decision-

making process. Establish and maintain effective public service and professional networks. Working with business units to quality assure the work produced by the legal team. People Management: Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching staff on how to conduct the processes effectively. Determine and analyse training and development needs for Legal Business Unit. Ensure that identified training is executed. Manage staff recruitment process, onboarding and induction of new staff members. Ensure proper work planning within the Legal Unit. Management and support of dispute resolution processes: Develop and manage dispute resolution framework for the Jobs Fund. Manage complaints received in an efficient and effective manner ensuring compliance with the approved complaints handling process and reducing risk to the Fund. Monitor and track progress on the dispute to decide on an appropriate cause of action to be taken (review or implement).

ENQUIRIES

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OTHER POSTS

POST 28/36

: **PROJECT MANAGER (JOBS FUND) REF NO: G21/2023 (X2 POSTS)**
(Term: 24 Months Fixed Term Contract)

SALARY

: R958 824 per annum (Level 12), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

CENTRE

: Pretoria

REQUIREMENTS

: Bachelor's degree or Advanced Diploma (NQF 7) in Development Finance or Economics or Business Management or Project Management or Fund Management, or related field. Post Graduate qualification in Development Finance or Economics or Business Management or Project Management or Fund Management or related field would be advantageous. At least 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 7 years' experience in a project management or programme management, at least 2 of which at a middle management position. Strong economics background (Development/Behavioural/Micro) with experience in active labour market interventions. A 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. 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 systems. 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 organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains, and utilises a relevant network of contact in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intension 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 of relationships in one's own organization, 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 towards a shared purpose in the best interest 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 organisation parts of 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, casual 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. 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. 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 board 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 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 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. Economic Development: Knowledge/ understanding of how 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 area of finance dealing with the financial decisions corporate make and the tools as well as analyses used to make these decisions. The discipline as 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 risk. Policy Development, Management and Dissemination: Knowledge of Treasury -related legislation, the legislative process and public affairs as it pertains to NT. Utilises 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: Understanding impact evaluation methodologies, implementing evaluation programmes.

DUTIES

: Management of Funding Round, including Application, Appraisal and Approval: Provide inputs on the design of the fund and future funding initiatives. Assist with the origination of projects to strengthen the Fund Project Pipeline. Selecting high-impact projects aligned to the term sheet, Jobs Fund policies and knowledge outcomes. Review of the Activity-Based, Costing Project Implementation Monitoring Plans (ABC PIMPs). Ensure quality assurance on allocated projects including administrative support related to projects-Decision records, minutes etc. Provide support to funding round applicants. Present projects to various governance committees. Assist administration staff in packaging projects for submission to various committees. Contracting: Quality assurance of Activity Based, Costing Project Implementation Monitoring Plans (ABC PIMPs); Ensure that the contracting process is completed, and contracting conditions have been met. Post-Investment Monitoring: Manage project plans, deliverables, financials, dependencies and outcomes of

assigned projects to ensure that the project goals and objectives are achieved within the project timeframe and guidelines by the relevant stakeholders and management committees. Manage overall project risk through identified mitigation processes proactively with project stakeholders to avoid project delivery, problems, and delays. Manage successful implementation of projects for the full cycle of each project including: Programme induction sessions, Guidance and direction in terms of. programme objectives and operations; Analysis and reporting on project products (e.g., business plans and project plans), Monitoring and evaluation of projects, Project cash flows and expenditure reporting, Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure Project documentation conforms to agreed standards and procedures, review progress against milestones and targets. Conduct a qualitative analysis of documents. Assist with ensuring that governance requirements of professional project management and those applicable to the National Treasury and Municipalities are adhered to. Provide input at project monitoring committees-Project Implementation Review Meeting (PIRM), Preparing Project Close-out Reports (PCR), Post Implementation Monitoring Reports etc. Ensure effective implementation of the Year-End Review(YER) process. Communicate and manage audit logs for allocated projects. Relationship Management: Implement the relationship management mandate for the Jobs Fund. Develop and maintain effective relationships with Jobs Fund Partners (JFPs) and other stakeholders. Provide oversight/ manage intermediaries where applicable. Knowledge Harvesting and Sharing: Implement the internal knowledge agenda strategy for the JobsFund which includes the management and/or production of: Practice notes, Brown bags, Project Close -Out Reports. Implement external knowledge agenda 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 forthe Jobs Fund. Talent Management: Assist in organising and managing Staff events. Strategy Implementation and Risk Management: Implementation of disbursement strategy and provide input in identifying opportunities for improvement. Efficient planning around disbursements including identifying disbursement risks and mitigants, cashflow and impact. Provide input into the strategic planning processes of the Jobs Fund. Adopt a strategic approach to managing projects and drive for better co-ordination and outcomes (escalation of issues to Team Leader, management interventions, risk-based site visit scheduling and length. Provide support for the development, assessment, and management of project improvement plans. Adherence to disbursement timelines and process as per the Disbursement Framework. Contribute to the development of a risk management framework for the project management unit and the Fund.

<u>ENQUIRIES</u>	:	HR Kaizer Malakoane at (066) 250 7072 Technical job enquiries: jobsfund@treasury.gov.za
<u>POST 28/37</u>	:	<u>DEPUTY DIRECTOR: EVALUATION & LEARNING (JOBS FUND) REF NO: G22/2023</u> (Term: 24 Months Fixed Term Contract)
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Evaluator with experience in development finance, impact investing, social impact programmes and project management. A bachelor's degree in Economics, Monitoring & Evaluation, Social Sciences or related field. A Postgraduate qualification in Monitoring and Evaluation, and/or Statistical Analysis will be an added advantage. 6-8 years of experience in monitoring, measurement and evaluation of development programmes/projects, at least 2 of which at management level, and experience in the private and NPO sector will be an added advantage. 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. 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 systems. **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 organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy. **Networking and Influencing:** Establishes, maintains, and utilises a relevant network of contact in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intension 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 of relationships in one's own organization, 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 towards a shared purpose in the best interest 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 organisation parts of 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, casual 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. **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. **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 board 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 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 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. **Economic Development:** Knowledge/ understanding of how 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 area of finance dealing with the financial decisions corporate make and the tools as well as analyses used to make these decisions. The discipline as 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 risk. **Policy Development, Management and Dissemination:** Knowledge of Treasury -related legislation, the legislative process and public affairs as it pertains to NT. Utilises 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: Understanding impact evaluation methodologies, implementing evaluation programmes. Competencies Required: 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. Experience in running development programme evaluations from start to finish. 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. 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). In particular, intermediate expertise in excel. 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. 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. 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. 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. 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. 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 Analytics: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor.

DUTIES

: The Evaluation & Learning Specialist will be responsible for the promotion of a knowledge-sharing and learning culture; the documentation and dissemination of key lessons learned to promote improvement in the measurement and evaluation of projects and related processes; and the design and implementation of evaluations. Evaluation and Support: Assist with the provision of strategic inputs into the management of the Jobs Fund Evaluation Framework. Identify and evaluate progress on projects and extract learnings from the Jobs Fund portfolio. Assist with the integration of evaluation and learning at the project planning phase. Assist in conducting evaluations on projects. Assist with the provision of advice/information/guidance to project/ programme managers on evaluation of their projects and the most appropriate evaluation methodology. Promote and Enhance Learning: Coordinate and administer the analysis and synthesis of stakeholders' findings in the recommendations for projects evaluations. Conduct awareness sessions with

stakeholders on evaluation, self-evaluation, monitoring and results-based management. Coordinate and organise information sharing and benchmarking and research exercises with recognised on job creation, sustainability and systemic change. Conduct research and implement research findings and recommendations. Assist with the creation of a network platform with internal and external stakeholders in the establishment of dialogue on outcome of evaluation results. Client Engagement: Develop and maintain relationships with internal and external stakeholders. Liaise and engage with stakeholders on learning and evaluation at project level. Evaluation and Learning Framework: Assist with the development and implementation of the Jobs Fund's evaluation and learning planning, implementation, and use. Provide guidance and quality control of evaluation and learning. Assist with the development of processes for measuring progress against outputs/outcomes/impact pathways at various levels. Assist with the review and revision of indicators and processes, drawing out lessons/implications for impact and devise action plans. Coordinate with the research unit to ensure the extraction of project specific indicators for reporting and evaluation purposes. Contribute to training of project managers, and partners on evaluation methodologies. Provide guidelines to staff and partners on evaluation and learning metrics and categories to effectively monitor current and future research. Management of Monitoring and Learning Data and Systems: Administer and ensure integrity of data and systems including coordination of systems enhancements. Identify opportunities to optimize the Job Fund's collection, use, and management of data. Conduct training for Jobs Fund staff on use of systems and effective data collection, use, and visualization. Administer and distribute systems and process guidelines for staff. Communicate system enhancements to programme staff. Monitoring and Learning Research: Assist with long and short-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Assist with the analysis and development of large and complex data sets.

<u>ENQUIRIES</u>	:	HR Kaizer Malakoane at (066) 250 7072 Technical job enquiries: jobsfund@treasury.gov.za
<u>POST 28/38</u>	:	<u>PERSONAL ASSISTANT - JOBS FUND REF NO: G23/2023</u> (Term: 24 Months Fixed Term Contract)
<u>SALARY</u>	:	R359 517 per annum (Level 08), plus 37% in lieu of benefits PSR 44 will apply to candidates appointed in the Salary Level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Advanced Diploma (/7) in Administration, Commerce, Social Science and/or related fields. 5-7 years relevant administrative and/or secretarial experience. Operations management experience would be advantageous. Incumbent must be computer literate at an advance level. 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. The term "clients" refers to both internal and external clients. 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. 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 systems. 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 organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy. 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. Team Participation: Works co-operatively with others, working together as opposed to working

separately or competitively. 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 organization parts of 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, casual relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. 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. 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). 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. 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

: Diary Management and Communication: Administer the DDG: EF's diary including; Maintaining the outlook calendar/diary and managing appointments, manage meeting requests and scheduling of strategic/ operational meetings, coordinate logistical requirements for meetings including preparation of venues, organising refreshments, parking, and welcoming guests, preparing, distributing, and processing of meeting invitations and agendas, responding to telephone and email enquiries, receiving and directing correspondence to the DDG: EF as required. Prepare meeting packs for DDG including: Compiling information packs (directions invitations and agendas etc.), sourcing and compiling meeting information/documents, where required, coordinating attendance of participants at meetings. Ensure all meeting documentation is saved. Facilitate and administer the DDG: EF's telephonic communication including processing incoming calls, making outgoing calls and setting up conference calls: Assist in the resolution of queries, administer and maintain the DDG: EF stakeholder, partner and associate contact database. Travel Arrangements: Coordination of travel bookings and subsistence & travel (S&T) administration including: Arranging domestic and international travel bookings which include flights, accommodation, shuttle transfer, currency exchange, rental vehicles, dietary requirements, etc, preparation of travel documentation, liaising with service providers when required, resolving and responding to queries, reconciliation and processing of Subsistence & Travel claims and submission for approval, assisting with the review of travel plans for internal staff. Governance: Assist in maintaining governance standards within the Fund which includes the following: Coordination and preparation of various Jobs Fund Governance Committee meeting documentation, drafting minutes for meetings, decision records, etc. Coordinating and submitting monthly telephone accounts, Updating and maintaining staff availability records daily for the Fund, analysing work activity logs and reporting on key deliverables completed, coordinating, planning and ensuring procurement for all Jobs Fund events i.e., Brown Bags, Knowledge exchange, and year-end functions is completed. Executive/ Office Administration: Manage and coordinate all administrative matters for the DDG: EF and the Operations team which include the following: Finalising documentation for submission to internal and external stakeholders and ensuring the efficient handling of all correspondence, assist with tracking responses to stakeholder and staff queries, follow-up on outstanding documents and /or documents awaiting approval internally and externally, sourcing information and documents, liaising and responding to queries as required, coordinating the memo reference number allocation and VAS 2 numbers, assist in obtaining quotations and/or specifications for stationery, catering and service providers, assist in maintaining the Jobs Fund Business Calendar, assist in the utilisation and implementation of SigningHub, over-seeing all network printers (logging service calls, ordering toner),

managing the Jobs Fund heat call request (log call with IT, facilities, and security), managing the Jobs Fund storeroom and issuing of stationery, managing venue bookings for the Jobs Fund and assisting with set up of venues as required, monitor, report on and ensure equipment and furniture maintenance, cleaning and repairs are done where applicable. Leave Management: Ensure accurate leave records are maintained for the Jobs Fund which include: Administer and coordinate all leave requests for the Jobs Fund team, processing and submission of leave forms for approval to the DDG: EF on SigningHub (including preparation of forms with all supporting documents), submission of forms to GTAC Human Resources, assist with ad-hoc leave queries and the implementation of leave planning within the unit, maintaining accurate leave records with the assistance of GTAC HR requesting leave credits for distribution to staff on a quarterly basis. Records Management: Finalise business documents for DDG: EF's approval and signature, and administer the distribution, confidentiality and indexing requirements including: Following -up on outstanding documents and /or documents awaiting approval internally and externally. Administer the electronic and paper-based business documents registries and filing systems including: indexing, filing, version control and archiving of business documents; ensuring all approved documents are scanned and filed electronically on Jobs Fund Portal, I drive and one drive; conducting electronic data clean-ups and back-ups. Performance Management: Assist with the Jobs Fund performance management process which includes: Quality assuring and reviewing of staff performance documentation prior to submission, schedule staff performance meetings as required, ensure all approved documentation is submitted to HR timeously.

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