

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

*The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities*

- 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. Potential candidates may apply online and attach accompanying documents on the GTAC website at <https://www.gtac.gov.za/careers>
- CLOSING DATE** : 01 November 2024 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. 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>.

**MANAGEMENT ECHELON**

- POST 38/05** : **TEAM LEADER: PROJECT MANAGEMENT (JOBS FUND) REF NO: G04/2024**  
(Term: 24 months fixed-term contract)
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Development Finance; Economics; Business Management; Project Management; Project Finance, or related field. Postgraduate qualification or internationally recognised certification in Project Finance; Project Management or related field would be advantageous. A minimum of 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 5 years' experience in a middle management position. At least 7 years' experience and track record in respect of economic project/programme development and support. Strong economics background (Development/Behaviour/Micro with experience in active labour market interventions. 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. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. 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 an information system. 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 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: Refers to 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. People Development and Management: 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 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 organizing the parts of a problem, situation, etc., systematically; 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. 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. Resource 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. Strategic Orientation: Strategic orientation is about taking a broad-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 an 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 regard 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 on others. Economic Development: Knowledge/ understanding of how labour 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 areas of finance dealing with the financial decisions corporations make and the tools as well as analyses 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 the cost of capital, without taking excessive financial risks. Policy Development Management and Dissemination: 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 the National Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/Knowledge Management: Verbal and writing skills, stakeholder engagement and writing up case studies. Impact Evaluation: Verbal and writing skills, stakeholder engagement and writing up case studies. Impact Evaluation: Understanding impact evaluation methodologies, implementing evaluation programmes.

**DUTIES**

: To provide strategic and technical advice in the management of the Jobs Fund portfolio of projects and contribute to the knowledge and learning agenda of the Fund. Management of Funding round including application, appraisal and approval: Conduct research and provide strategic inputs on the design of the fund and future funding initiatives and develop impact assessment criteria. Assist with the origination of projects to strengthen the Jobs Fund Project Pipeline. Select high-impact projects aligned to the term sheet, Jobs Fund policies and knowledge outcomes. Provide quality assurance on allocated projects including admin support related to project decision records, minutes etc. Support staff and applicants. Analyse the application financial model and advise on an appropriate structure. Input Financial Research and funding requirements into the Term Sheet and Application appraisal documents. Analysing

Annual Financial Statements (AFS) and management Accounts and interpreting ratios. Assist with the Financial Appraisals. Analysis of the Applicant's past Annual Financial Statements, cash flows and cash flow projections. Contracting: Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs). Ensuring that the contracting ABC PIMP is per the one provided at appraisal to the Jobs Fund Investment Committee (JFIC) and that all figures are as per the Executive Summary. Ensuring that the Approved Financial Models are carried through the contracting documents. Reviewing of Matched funding agreements and documentation. Interrogation of Financial Models and ensuring that the contracted models are as per the Jobs Fund Operating Guidelines. Supporting the contracting process through training, negotiations and preparation/ Quality assurance of contracting documentation. Implementing effective contracting strategies to ensure the process is completed and contracting conditions have been met. Post-Investment Monitoring: Input at project monitoring committees -Project Implementation Review Meeting (PIRM), and participating in Project Close-out Reports (PCR), Post Implementation Monitoring Reporting Meetings etc. Participate in the Design and implement Year-End Review (YER) process. Communicate and manage audit logs in the Project Management Unit (PMU). Participate in finance processes and the preparation of documentation: Secondary Bank accounts and Surplus documentation. Quality assure that the implementing Financial Model is as per the approved model. Ensure the maintenance of the approved Matched Funding form and stature as per the approvals. Ensure proper maintenance of all financial evidence of projects. Quality Assure the maintenance of a separate set of Project Financials by the JFP. Assist in the Project Financial Audits and ensure that all submitted audits are per the Operating Guidelines. Monitor and resolve all Audit findings. Maintain and Quality Assurance of the Finance evidence Relationship Management: Implement relationship management mandate for the Jobs Fund. Develop and maintain strategic relationships with Jobs Fund partners and other stakeholders. Provide oversight/ manage intermediaries. Develop governance frameworks and manage implementation. Knowledge Harvesting and Sharing: (Implement the internal knowledge agenda strategy for the Jobs Fund which includes the management and/or production of: Practice notes/ Standard Operating Procedures (SOPs); Brown bags; Project Close -Out Reports. Implement external knowledge strategy 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 for the Jobs Fund. Conduct independent research on Active Labour Market policies and interventions. Talent Management: Assess staff skills gaps & align unit training plan to skills gaps. Deepen the skills and capacity of the team. Manage and guide teams towards the achievement of Jobs Fund deliverables and/or targets and creating a high-performing team. Manage resourcing and balancing work allocations. Assess staff performance throughout the financial year. Organising and managing Staff events. Strategy Implementation and Risk Management: Implement the disbursement strategy and identify opportunities for improvement. Efficient planning around disbursement including identifying disbursement risks and mitigants, cashflow and impact. Review and update the Jobs Fund Operating Guidelines and Standard Operating Procedures on an ongoing basis. Provide input into the strategic planning processes of the Jobs Fund. Adopt strategic projects and drive for better coordination and outcomes (escalation of issues, management interventions, risk-based site visit scheduling and length, management attendance of Project Steercoms, etc). Provide support for the development, assessment, and management of project improvement plans. Adherence to disbursement timelines and processes as per the Disbursement Framework. Contribute to the development of a risk management framework for the Jobs Fund. Lead the implementation of strategic assignments including the establishment of new programmes. Provide inputs into the submission of documents required to facilitate decision-making on additional budget allocations to the Jobs Fund (and related programmes) by relevant stakeholders.

**ENQUIRIES**

: HR Enquiries: Kaizer Malakoane at 066 250 7072

Technical Job Enquiries: [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za)

**NOTE**

: Calling all project management specialists with experience in development finance, impact investing, grant management, social impact programmes and project management to apply for a position at the Jobs Fund. Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

<b><u>POST 38/06</u></b>	:	<b><u>DIRECTOR: EVALUATION &amp; LEARNING (JOBS FUND) REF NO: G05/2024</u></b> (Term: 24 months fixed-term contract)
<b><u>SALARY</u></b>	:	R1 216 824 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>	:	Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Development Studies, Public Administration, Economics and related fields. Postgraduate qualification in development studies, economics or social sciences or equivalent would be advantageous. Training or certification statistics and quantitative measurements. 6-8 years' experience in monitoring reporting and evaluating projects/programmes. At least 5 years' experience in a middle management position. Experience in establishing and/or implementing programme monitoring and evaluation systems using indicators and Development Impact Reports. Experience in the design and implementation of evaluations. Knowledge of questionnaire design and development of review instruments. Knowledge and experience in collating and analysing quantitative data for reporting and dissemination. Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders. Experience in the application of leading qualitative and quantitative data collection, analysis and reporting tools. Experience in managing projects with multiple stakeholders. Experience in working on knowledge management initiatives. Competencies Required: 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. 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. 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: Refers to 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. 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. Resource 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. 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. 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). 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. Evaluation Methodologies: In-depth understanding of various methodologies in evaluation, both qualitative and quantitative, such as surveys, record reviews, focus groups and case studies and able to identify appropriate methodology. 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. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis.
<b><u>DUTIES</u></b>	:	Carrying out and attaining the mission and the goals of the Monitoring & Evaluation (M&E) unit. Develop a company culture that emphasises quality, continuous improvement, key employee retention and development, and high performance. Provide oversight and direction to the employees in the Monitoring & Evaluation unit by following the Jobs Fund's policies and procedures. Responsible for implementing a Jobs Fund-wide M&E framework and plan, with a priority focus on ensuring that the requirements of the Job Fund are met and aligned with the National Treasury and other critical funders/stakeholders. Manage the development processes and procedures for accurate monitoring and evaluation. Promote the utilisation of results-based

monitoring and measurement in the fast-tracking of Jobs Fund reporting mechanisms and the development of processes and procedures for accurate monitoring. Build the Jobs Fund's internal learning and collaboration processes. Promote a knowledge-sharing and learning culture at the Jobs Fund. Disseminate key lessons learned to improve the implementation of projects, and the monitoring and evaluation of projects. Advocate the Fund by sharing good practices and lessons learned with relevant stakeholders. Monitoring, Reporting and Measurement: Provide strategic direction to the Jobs Fund monitoring and evaluation unit. Conduct M&E training needs assessment of the Jobs Fund programme staff and make recommendations on how to strengthen the capacity in monitoring and evaluation accordingly. Lead the development, implementation and coordination of an operational M&E framework, ensuring that it meets the needs of the Jobs Fund. Enhance results-based monitoring and measurement and integrate it into the planning phase of all projects. Provide induction and support to all relevant stakeholders in the Jobs Fund on the M&E framework and how to integrate it within the programme and project management of the Jobs Fund. Participate in the development and support of multifunction systems and procedures that relate to project management of Jobs Fund projects. Work closely with Job Fund's Programme management to provide targeted support to key projects to establish M&E plans, to provide tools, manuals and guidelines and other materials for staff. Provide guidance in the identification of sources of data, collection and output methods. Provide support and oversight to ensure monitoring data is gathered and reported on. Lead the review, analysis and synthesis of monitoring data reported by all programmes/projects on a regular basis in preparation for reporting against set Jobs Fund indicators and Development Impact Reports (DIRs). Provide timely feedback to programme/project staff on the quality of data, identify gaps in data in a timely manner and work with staff to address weaknesses. Evaluation and Support: Provide strategic inputs into the management of the Jobs Fund Evaluation Framework and Learning Agenda. Design Project Formative, Midline, and Summative Evaluations. Support, organise or commission evaluations and case studies of Jobs Fund interventions as stated in programme/project M&E plans. Ensure that evaluations are conducted regularly within available budgets. Review and sign off on evaluations conducted externally. Lead the analysis, synthesis and where relevant integration of results of evaluations. Lead the development of Terms of Reference for evaluations and manage the service provider selection process. Utilise evaluation results to improve project roll-out and to identify and appraise new projects. Support partners in the development of results chains for their projects. Provide advice/information/guidance to project managers and partners on the most appropriate evaluation methodology for their projects. Promote and Enhance Learning: Lead the analysis and synthesis of findings from project evaluations. Initiate awareness sessions with stakeholders on evaluation, self-evaluation, project close-out and results-based management. Facilitate and coordinate information sharing. Guide the M&E team in performing benchmarking and research exercises on job creation, sustainability and systemic change. 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 the outcomes of evaluation results. Engage in activities related to the synthesis and dissemination of lessons learned by the Jobs Fund. Client Liaison: Develop and maintain relationships with internal and external stakeholders. Develop an exchange of experiences by participating in any existing network of relevant research about job creation, employability and systemic change. Conduct awareness sessions of results-based monitoring, reporting and measurement of tools and systems. Develop the strategy for the dissemination of learnings from case studies, reviews and project evaluations. Research and Development Processes: Embark on research and benchmark projects with established international institutions on best practices pertaining to monitoring, and evaluation. Integrate findings, and trends into future developments and tools pertaining to monitoring and evaluation practices, which will benefit the government as a whole. 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 visualise large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis. Management of Data and Systems: Develop and maintain tools in support of the monitoring, evaluation and reporting for records purposes and future references. Monitor the evaluation of reports and keep a record of discrepancies and oversights for enhancement of processes and procedures. Evaluate the validity and integrity of information against said norms and standards. Identify opportunities to optimise the Job Fund's collection, use, and management of data. Develop and conduct training for Jobs Fund staff on the use of systems and effective data collection, use, and visualisation. Simplify complex systems and processes into user-friendly guidance for staff. Collaborate with the grants management system (Grants Management System) team and unit staff on broader system enhancements. Monitoring and Evaluation System: Develop the overall framework of the monitoring and evaluation activities. Document responsibilities and prepare a work plan and detailed budget for the monitoring and evaluation activities. Ensure that realistic intermediate and end-of-project targets are defined. Establish an

effective system for assessing the validity of monitoring and evaluation data through a review of activities. Draft tools and their revisions as well as data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals). Define and implement the key project performance indicators (Key Performance Indicators) as well as monitor them throughout the duration of projects. Implementation Framework: Design the framework for the physical and process monitoring of project activities. Develop and publish a Monitoring and Evaluation works plan. Promote a results-based approach to monitoring and evaluation, emphasising results and impacts. Coordinate the preparation of all monitoring and evaluation reports. Provide guidelines to business units and JF partners for preparing reports in line with agreed-upon standards. Prepare management reports for implementation progress and challenges together with recommendations. Undertake regular visits to the fields to support implementation of monitoring and evaluation. Monitor the quality of data produced and identify where adaptations might be needed. Monitor the follow-up of evaluation recommendations with project managers. Promote collaborative planning and monitoring with business units. Provide refresher training in monitoring and evaluation for Jobs Fund Partners (JFPs). End User Accountability: Develop field complaints mechanism, related processes and procedures to ensure that business units have access to and are able to respond to JF partners. Coordinate with business units the implementation of complaints mechanism including the quality and timeliness of replies provided to JFPs. Provide regular summaries of key issues raised through complaints mechanism to senior staff with recommendations. Support business units and JFPs to internalise the feedback received through the complaints system to enhance the quality of activities and services. Conduct studies and research on cross-cutting issues on the causes and roots of problems identified through complaints mechanisms or other sources. Communication, Reporting, Monitoring & Training: Assist Programme Development/Grants Management in establishing log frames, M&E work plans, and targets during the drafting of project proposals as well as throughout project implementation. Identify the causes of potential bottlenecks in project implementation and enhance the quality of reporting. Coach, mentor and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities. Empower employees to take responsibility for their jobs and goals. Delegate responsibility and expect accountability and regular feedback. Lead employees using a performance management and development process that provides an overall context and framework to encourage employee contribution and includes goal setting, feedback, and performance development planning.

**ENQUIRIES**

: HR Enquiries: Kaizer Malakoane at 066 250 7072  
 Technical Job Enquiries: [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za)

**NOTE**

: Calling all Evaluation & Learning Specialists with experience in applied research, formative, mid-term and summative evaluations, data analysis, policy development and report writing to apply for a position at the Jobs Fund. Are you passionate about impact investing and the measurement thereof? Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

**OTHER POSTS**

**POST 38/07**

: **FINANCIAL ANALYST (JOBS FUND) REF NO: G06/2024**  
 (Term: 24 Months Fixed Term Contract)

**SALARY**

: R1 003 890 per annum (Level 12), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A Bachelor's degree (NQF Level 7) in Finance, Project Finance, Chartered Accountants, ACCA Qualified or Economics or a related field. A Postgraduate qualification in Finance or Project Finance would advantageous. A minimum of 6-8 years' experience in Project Finance, Corporate Finance or Structured Finance, with at least 3 years of management-level experience. Experience in the public service would be advantageous. Competencies Required: 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. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Financial Analysis:

Knowledge of financial data analysis including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand 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., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

**DUTIES**

: To be responsible for the financial management and oversight of funds allocated to the Jobs Fund, ensuring governance, compliance, and stakeholder engagement. The role also focuses on contributing to the knowledge and learning agenda of the Fund by researching and analysing data as well as leading and mentoring junior staff. Funding Allocation: Analysis of Corporate Financials and other relevant reports including analysing current and past financial data and performance. Review of new investment proposals (due diligence) and opportunities conducted by project teams. Accompany project teams on due diligence visits on a risk basis. Review of commercial analysis, financial model analysis, risk and institutional analysis conducted by project teams. Review appraisal reports for submission to various committees. Support project teams at various committees. Review contracting documentation and support contracting negotiations.

Review disbursement documentation required to provide initial funding allocations to projects. Cost Analysis: Review and assess the appropriate levels of project costs by establishing standard costs benchmarked with market data. Review of project-level financial assessments on a monthly and/or quarterly basis. Enhances the cost analysis process by establishing and enforcing policies and procedures. Review project budgets, including cost estimates for reasonability. Provide guidance to finance teams on effective cost analysis. Improves financial status by analysing results and monitoring variances at the fund portfolio level. Identify trends and recommend actions to Jobs Fund management. Recommend actions by analysing and interpreting data and making comparative analyses. Evaluate projects expenditures against Jobs Fund value-for-money frameworks. Governance and Compliance: Review of Jobs Fund policies for alignment with accounting standards. Identifying trends in financial performance and providing recommendations for improvement. Assists in the development and/or enhancement of program systems and procedures. Identifies and manages implementation risks for the assigned programs and develops sufficient risk mitigation on identified risks. Supports legal and other staff in ensuring Fund compliance with guidelines, and other applicable legislation. Provides oversight on the work done on financial data which includes bulk payroll data for validity, accuracy, and completeness. Conducts verification checks on submitted financial information. Manages the audit process for the audit of the supported projects. Provides overall financial information in preparation for Auditor General (AG) Audits. Financial Management: Monitor the spending against the budget for the allocated programmes. Review financial models and budget re-projections. Develop strategies for enhancing efficient spending against targets. Prepare regular reports for various stakeholders on overall fund progress. Manages Fund cash flow and prepares drawdown requests to sufficiently capitalise the various programmes as and when required. Conducts strategic site visits as part of the financial management of the project portfolio. Preparing disbursement documentation for consideration and approval by the Head of the Fund. Oversee disbursements to approved projects as well as monitor project progress post-investment. Prepares financial reports on allocated fund performance. Stakeholder Management: Prepares financial reports on allocated fund performance. Motivates and provides support to project teams to achieve their targets. Provides technical and non-technical support to Jobs Fund staff and other stakeholders. Manage relationships with Contracted Intermediaries to ensure sound financial management at the project level. 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 to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools. Quality assures the deliverables produced by the junior staff. Lead, mentor and guide team members.

**ENQUIRIES**

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**NOTE**

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**POST 38/08**

: **FINANCIAL ANALYST (JOBS FUND) REF NO: G07/2024**  
 (Term: 24 Months Fixed Term Contract)

**SALARY**

: R849 702 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A Bachelor's degree (NQF Level 7) in Finance or Economics or a related field. A Qualification in Public Finance will be an added advantage. A minimum of 4 years post training/ internship experience with at least 6 years' experience in Project Finance, Corporate Finance or Structured Finance with at least 3 years at a management level. Experience in the public service will be an added advantage. Competencies Required: 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. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making



markets work for the poor. Financial Analysis: Knowledge of financial data analysis including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining information systems. Effective Communication: The 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: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand 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., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

## **DUTIES**

: To analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa. Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Assist the Jobs Fund 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 and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. Jobs Fund Portfolio Investment Analysis: Analyse investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Prepare and submit surplus memos for implementation. Jobs Fund Performance and Reporting: Coordinate with other members of the Jobs Fund Project Management Unit to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

**ENQUIRIES**

: HR Enquiries: Kaizer Malakoane at 066 250 7072  
 Technical Job Enquiries: [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za)

**NOTE**

: Calling all finance specialists with experience in development finance, impact investing, grant management, social impact programmes and project management to apply for a position at the Jobs Fund. Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

**POST 38/09**

: **PROJECT MANAGER (JOBS FUND) REF NO: G08/2024**  
 (Term: 24 months fixed-term contract)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R849 702 per annum (Level 11), (all-inclusive)  
 : Pretoria  
 : Bachelor's degree/ Advanced Diploma (NQF Level 7) in Developmental Finance, Economics, Business Management, Project Management, Project Finance, or a related field. A Postgraduate qualification in Development Finance Economics, Business Management, Project Management and Project Finance would be advantageous. Minimum 5 years' experience in a project management or programme management position, at least 2 years of which at a management level. Competencies Required: 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. Commitment to Learning: Actively pursue learning and development in order to achieve results and contribute to continuous improvement. Supports and encourages the learning and development of others. 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, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. 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. Problem Solving and Analysis: The ability to understand 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., systematically; 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. Financial Analysis: Knowledge of financial data analysis including the ability to collect and monitor data, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. 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 on 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. 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 (MS Office, Internet, email). 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. 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. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding procurement, contract management and services payment; Jobs Fund and grants management; labour management and employment in South Africa. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. 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. 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.

**DUTIES**

: To lead in the planning, managing, organising, and monitoring of project implementation in the Jobs Fund and contribute to the knowledge and learning agenda of the Jobs Fund. Project Management: 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; quality maintenance of project records and documentation; guidance and direction in terms of programme objectives and operations; analysis and reporting on project products (e.g. business plans and project plans); support data population and manage information; monitoring and evaluation of projects; project cash flows and expenditure reporting; and conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure Project documentation conforms to agreed standards and procedures, and review progress against milestones and targets. Do a qualitative analysis of documents. Compile and present project status reports to provide project updates on activities and deliverables. Assist with ensuring that governance requirements of professional project management and those applicable to the National Treasury and Municipality are adhered to. Make recommendations aligned with the project specifications ensuring that the specifics of the project are being adhered to. Strategic Management and Planning: Manage projects and portfolio activities in line with strategies and policies. Design and implement any strategic management and planning aspects as directed. Financial Management: Contribute to the efficient financial and technical management of Jobs Fund projects. Ensure project deliverables stay on time, on-target and in-budget. Coordinate with other members of the Jobs Fun Project Management Unit (JF PMU) to review financial information and forecasts. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Stakeholder Engagement: Establish and maintain an effective relationship with the National Treasury and other government departments, the private investor community, official development agencies and other stakeholders. Identify and liaise with relevant project stakeholders.

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