

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.

- APPLICATIONS** : Potential candidates may apply at <https://www.gtac.gov.za/careers>. NB only online applications will be accepted.
- CLOSING DATE** : 09 May 2023 at 12pm
- NOTE** : 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.

OTHER POST

- POST 14/68** : **JUNIOR SPECIALIST SPENDING REVIEWS REF NO: G10/2023**
Public Expenditure and Policy Analysis Unit
Permanent
- SALARY** : R393 711 per annum (Level 09), plus benefit, PSR 44 will apply for applicants already earning in the salary level.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF Level 7) qualification in Economics, Finance, and/or Public Finance is required. A minimum of 2 years' experience in the field of Public Economics, Budget and Policy Analysis and/or Spending Reviews. Experience in public finance management an advantage
Competencies Required: Budget Management: The ability to manage and increase the available financial resources of the organisation through a process of developing and managing financial expenditure plans, controlling operational costs, maximising revenue and funding opportunities, and controlling financial risks whilst meeting the financial best practice reporting and controls standards and guidelines. 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) Includes the ability to learn new applications associated with the business. Government Knowledge: Knowledge of government tiers and sectors, public expenditure programmes and policies and government service delivery programmes. 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 Public Finance Management Act, Preferential Procurement Act, and National Treasury Regulations amongst others. 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. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them. 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., 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.

DUTIES

: To provide technical project administration and support to the PEPA technical teams so that the PEPA outputs and commitments are delivered effectively and optimally. Planning Support: To plan and schedule PEPA annual, quarterly, monthly, weekly, and daily plans and tasks as required by receiving schedules, scheduling, inviting relevant stakeholders and coordinating that all required meeting documentation is provided within deadline and prior to meeting. To schedule and coordinate meetings by receiving requests for meetings, identifying priority, identifying schedule opportunities, resolving conflicting meeting schedules, and scheduling appropriately within deadline. To coordinate meetings by booking the venues, organizing documentation, catering and technology as required and prior to meeting. To draft meeting documentation including minutes, agenda's, matters arising, resolutions and meeting invitations, by drafting, submitting for approval and distributing within agreed turnaround time and deadline. To assess and resolve the quality of all documentation by reviewing all documents, checking for accuracy, relevance, and completeness, and amending prior to distributing documents as required. Managing the smooth daily functioning and operations of spending reviews by identifying challenges being faced in the office, identifying solutions, implementing and resolving within deadline. Business Development Support: To complete allocated technical business development activities by fulfilling projects scoping tasks, contributing to technical project design, drafting sections of proposals, integrating standard terms of reference and participating in drafting costings within deadlines. To coordinate contracts negotiations and finalization by understanding requirements, coordinating meetings, fulfilling meeting administrative requirements, coordinating drafting of contracts and facilitating signing by all required parties by deadlines. Support the process of collaborating across the business to understand opportunities and needs of stakeholders and potential clients by engaging with and developing business development plans and approaches as required. To coordinate that post proposal submission reviews are conducted by scheduling coordinating meetings, fulfilling meeting administrative requirements, coordinating drafting of meeting insights and outcomes and distributing by deadline. To coordinate and support completion of business development reports by gathering required data, collating, and submitting by deadline. Spending Reviews Support: Support the development of the Spending Reviews operational plans by coordinating the development of operational plans in line with the strategy, updating with changes required. To deliver on Spending Reviews' deliverables, products and services by assisting with the monitoring of delivery against key indicators, delivering on defined outputs, identifying areas of concern and implementing corrective action as required. To update and contribute data to the PEPA knowledge hub, by managing updating of information and data, managing quality, extracting reports and data, and resolving issues as required. Participate in processes pertaining to Spending Reviews research and review approaches by supporting the designing and developing/maintaining of research and review methodologies, techniques, and tools, approaches/tools to be applied, and implementing as required. Deliver on Spending Reviews' deliverables by coordinating forums and workshops, participating in developing papers and talks, co-drafting case studies, and building expertise and knowledge, as required and at all times. Provide innovative ways of building awareness and supporting delivery of PEPA mandate and strategy through Spending Reviews outputs by identifying opportunities, drafting recommendations and implementing when approved and as required. Technical Administration and Support: To deliver technical deliverables by understanding expectations and requirements, completing technical tasks and activities, complying with methodology and approach, delivering on defined outputs, identifying areas of concern and resolving as required. To design and implement technical tools, and methods by receiving brief, applying insight and expertise, designing, submitting for review, amending and implementing approved tools and methods by deadline. To capture and complete data processing by receiving and sourcing data, reviewing for accuracy and completeness, processing

and capturing data in defined formats and confirming quality of data once processed as required and within deadline. To participate in technical tasks and activities by receiving brief, understanding expectations and requirements, working with technical teams and clients, completing tasks and activities in line with quality requirements and delivering by deadline. To build technical competence and expertise by participating in projects, forums and meetings, building knowledge and expertise, applying expertise across projects, representing PEPA and contributing to projects/meetings and problem solving at all times. To complete technical review reports by reviewing technical outputs, identifying trends and insights, drafting insights and recommendations, drafting reports in defined formats, and submitting by deadline. Project Administration and Support: To maintain the project/programme plans by drafting and updating with progress and changes as required and at least monthly. To complete project administration by understanding administration expectations and requirements, completing administration tasks and activities, maintaining filing, managing project documents, delivering on project administration outputs, identifying areas of concern and resolving as required and within deadline. To support project teams by compiling and distributing approved project initiation packs, coordinating project team meetings, drafting and distributing required documentation and completing meeting administration to standard and within deadline. To provide project management support by understanding project scope, understanding work methodology and approach, drafting project plan, participating in implementation, and delivering required outputs within project deadlines, standards and budget. To monitor project delivery by tracking project progress against plan, updating progress reports, identifying risks and escalating to technical lead for action as required. To support project resource coordination and management by maintaining project resource registers with contact details and project expectations, integrating resource deliverables into project plans and reports, tracking delivery against plans, drafting resource communications on behalf of technical leads, identifying risks and concerns and escalating to project leads as required and on an ongoing basis. To coordinate project close-out by scheduling, drafting required documentation, submitting for revision and review, revising and distributing as required and within deadline. To complete project reports by gathering required information, coordinating inputs and contributions from project team, collating, editing draft reports in defined formats, and submitting for review by deadline. Knowledge Dissemination Administration and Support: To complete allocated knowledge dissemination activities by understanding requirements and expectations, fulfilling tasks, participating in meetings, drafting required documentation and distributing within deadlines. To coordinate knowledge dissemination activities and plans by understanding requirements, coordinating meetings, fulfilling meeting administrative requirements, drafting documents and distributing within deadlines. To capture and complete knowledge dissemination data processing by receiving and sourcing data, reviewing for accuracy and completeness, processing and capturing data in defined formats and confirming quality of data once processed as required and within deadline. To coordinate and support completion of knowledge dissemination reports by gathering required data, collating, and submitting by deadline.

ENQUIRIES

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