

**PROJECT MANAGERS: TECHNICAL – PRINCIPAL TECHNICAL ADVISOR: JOBS FUND
(10 Posts)**

Ref (G003/2015)

Salary: R532.278 – R1,353.732 per annum (All-inclusive Packages)

Three (3) year fixed term contract

PRETORIA

Purpose

To provide strategic and technical advice to the management of the Jobs Fund on a portfolio of projects through

- Analyse and disseminate information.
- The originating, packaging and managing a portfolio of high-value projects funded by the Jobs Fund. Working with NGOs, public and private sector players,
- Shaping the Jobs Fund portfolio by analysing the learning that emerges through implementation and feedback into the Jobs Fund frameworks and strategy with the intention to utilise the Fund as a key national programme in the development of innovative partnership based approaches to address unemployment in South Africa.

Key Outputs

Develop the Job Fund portfolio:

- Manage a portfolio of projects in a sector or development area in line with the strategic priorities of the Jobs Fund

Growth and Development:

- Conduct research and develop strategies for an improved focus and target of the Jobs Fund
- Contribute to the development and implementation of the Job Fund's Value for Money Framework including Managing the procurement and contract management process of service providers

Institutional Knowledge:

- Share practical experiences and translating into case studies, innovations and new or improved methodologies
- Initiate proactive diagnostic studies in specific areas related to job creation in the pursuit of developing the Jobs Fund institutional knowledge base

Stakeholder Engagement:



- Establish and maintain sustainable relationship with stakeholders, including: the DBSA, and other professional bodies of interest
- Manage the national supply risks through risk monitoring, prediction and mitigation with stakeholders.

Qualification

- A post graduate degree in Development Studies/ Planning/ Development Economics or equivalent qualification in Public or Business Administration/ Financial and Project Management/ Quality Management/ or related disciplines or
- 10+ years' experience in a Project Management/ Project Financial Management/ Monitoring and Reporting/ Client Relations of large programmes/ projects and organisations

Experience:

- Exposure to a Government and related environment dealing with Project and Programme related interventions
- Service orientation and willingness to provide support at all levels is expected
- The incumbent must be able to function well under pressure
- Confidentiality at all times is expected of the incumbent
- Demonstrated attention to detail and ability to manage simultaneous complex tasks and competing priorities
- Demonstrated ability to manage cross-cutting projects or matrix management approaches
- Demonstrated ability to organise, analyse, and communicate complex information for various audiences and constituencies
- Good negotiating ability without compromising on principles
- Superior writing skills
- Extensive experience in appraisal of development projects
- Extensive experience in developing and implementing local economic development strategies and making markets work for the poor approaches; and
- Experience in development of labour markets; enterprise development and agriculture development will be an added advantage.

The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are   to disabled persons.

As per the DPSA directive approved by Cabinet on 18 February 2015, all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.

Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: GTAC, Private Bag X115, Pretoria 0001 or to the e-mail recruit@gtac.gov.za Closing date 28 April 2015 at 12h00, no late applications will be accepted.

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

If you have not received feedback from the GTAC within one (1) month of the closing date, please regard your application as unsuccessful.

