

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, website: www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 10 February 2017 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 04/40** : **TEAM ASSISTANT REF NO 002/2017**
- SALARY** : R171 069 – R248 781 per annum, Level 06 Plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF 5 (Grade 12 Computer Literacy as subject) with 2 years' experience, or_NQF 6 (Secretarial Diploma, lower value than three-year National Diploma) with no experience required. Good computer literacy, numeracy, good interpersonal relations, typing, communication skills, organizational skills and ability to work under pressure.
- DUTIES** : The successful candidate will be responsible for Organising engagements, diary, travel arrangements and claims. Meeting arrangements and minute taking. Quality control, tracking and filing of documents. Procurement of office supplies and Secretarial/Clerical support to the Chief Directorate/Directorate.
- ENQUIRIES** : In connection with the applications kindly contact Ms K Mogotsi, Tel No (012) 312-0465 and in connection with the post, Mr M Everett, 012 312 0169

POST 04/41

ACCOUNTING CLERK REF NO 003/2017

SALARY
CENTRE
REQUIREMENTS

R142 461 – R167 814 per annum, Level 5 plus benefits
Pretoria

A senior certificate with accounting as a passed subject. Knowledge of the PFMA, Treasury Regulations, BAS and PERSAL systems, computer literacy and good interpersonal and problem solving skills. Knowledge of accounting principles and ability to work under pressure.

DUTIES

The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails maintaining and ensuring good batch/document control. Verify the compliance of batches with policies and procedures. Identify and register irregular expenditure. Receive and register all invoices on the tracking system. Monitor the tracking system to ensure the timely payment of invoices. Report on Internal control findings. Reconcile payments with reports. Handle internal and external enquiries. Assist in compiling and capturing payments and journals on Bas/Persal.

ENQUIRIES

In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr M Maasdorp at Tel No (012) 312- 0403