

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. website: www.dpme.gov.za
- CLOSING DATE** : 10 March 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 POST

- POST 08/22** : **FSD RESEARCH AND MONITORING OFFICER REF NO: 006/2017**
- SALARY** : R211 194 to R248 781 per annum, Level 07 plus Benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year tertiary qualification in Statistics, Social Sciences and Demographics. A minimum of twelve (12) months relevant experience in the field of monitoring and evaluation. High level of computer literacy (MS Office Suite), possess good analytical skills, interpersonal skills, Communication (both verbal and written) skills, Ability to work effectively and efficiently under pressure in order to meet deadlines with limited supervision. Knowledge management, Project Management and Business Analysis skills would be an added advantage.
- DUTIES** : Key Performance Areas: Provide support to the Director in the managing of the database and web-reporting system. Provide support in undertaking desktop and field research or analytical activities. Support in organising stakeholder meetings, events and other learning/ knowledge sharing activities. Support the Director in implementing field monitoring activities in Government facilities and support the Director in stakeholder engagements and information requests. Provide technical support to the already implemented systems and processes. Provide administrative and secretariat support to various stakeholder engagements within the Directorate. Perform ad-hoc duties as and when required.

**ENQUIRIES**

: In connection with the applications kindly contact Ms J Mchunu, Tel no (012) 312-0462 and in connection with the post, Ms S Masombuka at Tel no (012) 312- 0339