

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** : 24 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 DPSSA. 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 10/42** : **STATE ACCOUNTANT: S&T REF NO: 007/2017**
Office of the Chief Financial Officer, Division: Financial Accounting
- SALARY** : R211 194 – R248 781 per annum, Level 07, plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 years tertiary qualification or equivalent with 2 years relevant experience or Grade 12 or equivalent with 8 years relevant experience. Additional: courses in government financial management. Extensive knowledge and experience of BAS and PERSAL. Good knowledge and understanding of the PFMA and National Treasury Regulations and the ability to interpret relevant policies. Computer literacy and sound knowledge of Microsoft Office applications is essential. Good planning and report writing skills. Organisational skills and good interpersonal relations. Communication skills (written & verbal). Ability to maintain high level of confidentiality. Be able to work under pressure.
- DUTIES** : The successful candidate will be responsible to provide financial administrative and operational services within the department and will perform the following financial accounting functions: Verify and authorise S&T claims in line with the relevant policies and procedures. Calculate and process foreign advance requests as well foreign claims. Implement deductions to clear suspense accounts in line with the PFMA and Treasury Regulations. Investigate and clear transactions on the suspense accounts. Monthly reporting on the suspense accounts. Supervision and training of sub-ordinates. On an Adhoc basis, assists with payroll, tax submissions, and the verification and authorisation of payments on BAS, LOGIS and PERSAL.

ENQUIRIES

: In connection with the applications kindly contact Ms K Mogotsi, Tel no: (012) 312-0465 and in connection with the post kindly contact Ms C Pillay, Tel no: (012) 312-0434