

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** : 13 April 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. 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.

MANAGEMENT ECHELOEN

- POST 13/30** : **SENIOR DATA CENTRE SPECIALIST REF NO: 008/2017**
- SALARY** : R898 743 to R1 058 691 all-inclusive salary package per annum (Salary Level 13). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE REQUIREMENTS** : Pretoria
- : An undergraduate qualification (NQF 7 as recognized by SAQA) in Statistics, Informatics, Econometrics or other quantitative field. A post graduate qualification (NQF level 8) will be an added advantage. Minimum of 10 years' appropriate experience with at least 5 years proven experience at middle (MMS) or senior (SMS) managerial level. Good knowledge of as well as experience in the areas of data retrieval, storage and management, data quality improvement, statistical analysis and interpretation. Good understanding of key policy imperatives and priorities of government, including relevant public sector governance prescripts. Willingness to travel on a regular basis. A valid driver's license. Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed

innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Competencies & Skills: Management skills including people management and empowerment. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Conflict management skills. Well-developed analytical skills. Research & policy analysis skills. Financial/procurement management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

DUTIES

: Reporting to the Chief Director, the successful incumbent will be responsible to: Provide technical support to ensure the implementation of data quality improvement initiatives in respect of monitoring and evaluation of strategic government priorities as reflected in the 14 priority outcomes of government. Facilitate data quality improvement projects to build the quality of Monitoring and Evaluation data reported to Cabinet (including projects across provincial and local government). Ensure the establishment of the Ministerial Data War Room via the development and implementation of a strategy in this regard. Develop an integrated data storage system (including performance information obtained from all operational units) within the DPME to enable effective learning and responses. Conduct statistical analysis of national surveys and other relevant datasets to strengthen monitoring. Provide technical support to the Offices of the Premier and local government in relation to the Service Delivery Models. Financial Management: Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. Human Resource Management & People Development: Ensuring effective & efficient Human Resources planning and management for the Directorate. Strategic/operational planning: Ensuring effective & efficient business/operational and performance annual planning for the Directorate. Procurement: Ensuring effective & efficient management of procurement within the Directorate. Corporate Governance: Ensuring sound corporate governance mechanisms for the Directorate. Undertake various other tasks associated with this role as may be required.

ENQUIRIES

: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post kindly contact Dr I Goldman, Tel No (012) 312-0155