

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** : 21 July 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 27/11** : **ASSISTANT DIRECTOR: EVALUATION REF NO: 014/2017**
- SALARY** : R417 552 – R491 847 per annum, Level 10 plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 year tertiary qualification (NQF 07) plus a minimum of 3 years experience of which 2 years must be in evaluation or research. Master's degree will be an added advantage. Should possess the following skills: Able to use specific research methods and tools relevant to evaluation and to systematically gather, analyse, and synthesise relevant evidence, data and information from a range of sources. Able to interpret the findings and reach valid, defensible, and transparent findings that address the evaluation questions as well as critique and provide constructive feedback on reports. Ability to manage different aspects of evaluations from government's side, from drafting TORs, commissioning, through to completion. Ability to communicate with diverse audiences, e.g. selecting and presenting findings to different stakeholders in writing and on the telephone. Able to make sound decisions that incorporate evaluative and critical thinking in planning and decision making processes. Knowledgeable about certain sectors in South Africa (e.g. content, institutions, people and politics) and can appropriately relate evaluations to the current political, policy, and governance environments and

issues. Can act in an appropriate cross-cultural role with cultural sensitivity and attends appropriately to issues of diversity, Acts professionally, achieves and modules high standards of integrity independence and quality, with attention to detail and good completer-finishers. Strong levels of initiative to solve problems and also works well in a team. Able to express themselves in writing, e.g. drafting letters for signing by the DG, writing operational and analytical reports. Able to develop Management response and Improvement Plan and link to organisational processes. Good general project management skills. Must have a driving licence.

DUTIES

: Successful candidate will be responsible for supporting the evaluations and development of the evaluation system. This would involve: Supporting Evaluation Directors by project management of specific evaluation and other assignments (drafting terms of reference, project plans and SLAs, commissioning evaluations, organising Steering Committee and other meetings, organising stakeholder workshops, minuting meetings, drafting contracts for peer reviewers, reviewing evaluation documents, developing and monitoring improvement plans). Initiating and undertaking certain evaluation assignments directly with some guidance, analyzing relevant data as required. Supporting one or more provincial evaluation plans, presenting to provinces and reviewing evaluation concept notes. Presenting as required on aspects of the evaluation system as required. Mentoring of Interns and indirect supervision of Evaluation Officers. Taking on specific responsibilities within the Evaluation and Research Unit, initiating and undertaking development work towards technical elements of the evaluation system.

ENQUIRIES

: In connection with the applications kindly contact Ms J Mchunu, Tel no (012) 312-0462 and in connection with the post, Ms M Amisi at Tel no (012) 312-0161