

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** : 18 August 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. Shortlisted candidates will be required to complete a written test as part of the selection process. 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 DPMSA. 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 31/39** : **DEPUTY DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO 015/2017**
Office of the CFO
- SALARY CENTRE REQUIREMENTS** : R657 558 – R774 576 per annum, Level 11
Pretoria
- : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 6 years' experience in government audit or internal control environment of which at least 3 years at Middle Management (ASD) level in the national or provincial government. The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures; excellent supervisory and operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Sound knowledge of Microsoft Office applications (especially

- Microsoft Excel) is essential. Shortlisted candidates will be required to complete a written test as part of the selection process.
- DUTIES** : Manage the development, implementation and monitoring of financial and SCM delegations, policies and procedures. Manage the development and implementation administrative controls to ensure financial / SCM policies and procedures are complied with. Manage responses to audit queries and findings and the implementation of improvement plans in finance and SCM. Compile regular operational risk assessments and monitor implementation of mitigating strategies. Ensure that departmental contract register is maintained and that that contracts are legally vetted where required. Oversee the registering of invoices, tracking of payments and retention of financial and SCM records. The post reports to the Chief Financial Officer.
- ENQUIRIES** : In connection with the applications kindly contact Ms K Mogotsi, Tel no: 012 312-0465 and in connection with the post kindly contact Pieter Pretorius, Tel No 012 312-0400
- POST 31/40** : **DEPUTY DIRECTOR: ASSETS, TRANSPORT AND ACCOUNTS**
MANAGEMENT REF NO: 016/2017
Directorate: SCM
- SALARY** : R657 558 – R774 576 per annum, Level 11
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 6 years' experience in assets, transport or account management of which at least 3 years at Middle Management (ASD) level in the national or provincial government supply chain management environment. A relevant post-graduate qualification will be an added advantage. The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government supply chain management and the development, implementation and monitoring of related policies and procedures; excellent financial, supervisory and operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Working knowledge of LOGIS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Shortlisted candidates will be required to complete a written test as part of the selection process.
- DUTIES** : Inform policies and draft operational plans, develop and implement risk management strategies, provide adequate and effective supply chain services to the department in the following areas: Asset Management including asset planning, procurement, receipt, barcoding, recording and verification of assets and maintenance of the asset register, compiling submissions for the write off of assets. Fleet Services & Mobile Account Management: Managing departmental vehicles and mobile accounts including issuing, servicing/repairs and lease payments per contracts and policies. Travel & General Corporate Accounts Management: Provide travel management services per policies and contracts and administer general corporate accounts (SITA, Copiers, building lease etc) in terms of policies and procedures. Investigate fruitless and wasteful expenditure and compile reports for the Loss Control Secretariat. Payment and performance management of suppliers on time and in accordance with SLA/MOU. Reporting on accruals and commitments and providing inputs into the interim and annual financial statements.
- ENQUIRIES** : In connection with the applications kindly contact Ms K Mogotsi, Tel no: (012) 312-0465 and in connection with the post kindly contact Mr M Maasdorp, Tel no: (012) 312-0403
- POST 31/41** : **DEPUTY DIRECTOR: PROCUREMENT SERVICES REF NO: 017/2017**
Directorate: SCM
- SALARY** : R657 558 – R774 576 per annum, Level 11
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 6 years' demand, acquisition or logistics management experience of which at least 3 years at Middle Management (ASD) level in the national or provincial government supply

chain management environment. A relevant post-graduate qualification (NQF 7) will be an added advantage. The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government supply chain management and the development, implementation and monitoring of related policies and procedures; excellent financial, supervisory and operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Working knowledge of LOGIS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Shortlisted candidates will be required to complete a written test as part of the selection process.

DUTIES : Inform policies and draft operational plans, develop and implement risk management strategies, provide adequate and effective supply chain services to the department in the following areas: Demand and acquisition management: Compiling procurement plans, strategic sourcing plans and demand plans that are aligned to the APP and budget, liaising with managers to ensure the achievement/update of demand plans, reporting on the status of demand plans, updating and maintaining the supplier database and panel of professional service providers, procuring goods and services in terms of Treasury guidelines, and the evaluation of supplier performance. Manage secretariat services to the Departmental Bid Adjudication committees, Bid specification committees and Bid evaluation Committees. Respond to related Audit findings. Logistics and Contract Management: Issuing orders, managing the delivery of goods and services, processing supplier payments in line with service standards, monitoring of contracts to ensure the accuracy of payments and timely renewal of contracts, reporting on accruals and commitments, management of SCM stores, providing inputs into the interim and annual financial statements.

ENQUIRIES : In connection with the applications kindly contact Ms K Mogotsi, Tel no: (012) 312-0465 and in connection with the post kindly contact Mr M Maasdorp, Tel no: (012) 312 0403

POST 31/42

SPECIALIST: APPLICATIONS DEVELOPMENT REF NO: 018/2017

Sub-directorate: Business Applications

SALARY : R657 558 – R774 576 per annum, all-inclusive salary package per annum, Level 11

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF 6) in Information Technology especially in Software Development with at least 6 years appropriate experience of which 3 years must be in Applications Development and 3 years at Middle Management/ASD Level. Should have knowledge of the following: C#, JavaScript, VB.Net, Web development, PHP, ASP.NET, HTML, HTML 5, CSS3, JQuery, Python, Regression, Stress and Functional Testing, Database design, Scripting in SQL server environment, SharePoint Customisation and SDLC. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce good quality of work, be reliable, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff.

DUTIES : The successful candidate will be responsible for analysing user requirements specifications and develop technical, functional and non-functional specification and to ensure the interpretation and translation of user requirements into design specifications and functions specification. Develop, design and support applications components/functionality. integration and configuration requests. This entails developing, designing integrating and supporting of applications components/functionality; Providing of technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance existing based applications and developing and implementing of business intelligence tools.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post, Mr K Sethoga at Tel no: (012) 312-0505

- POST 31/43** : **SPECIALIST: ICT SECURITY REF NO: 019/2017**
Sub-directorate: ICT Infrastructure
- SALARY** : R657 558 – R774 576 all-inclusive salary package per annum, Level 11
CENTRE : Pretoria
REQUIREMENTS : A 3-year National Diploma or Bachelor's Degree in Information Technology qualification (NQF 6) with at least 6 years' appropriate experience; of which 3 years must be in Enterprise ICT Security. The following certification will be regarded as an added advantage CISCO/any Network certification, Firewall Certification, VMWARE certification. Extensive background in Security Management in WAN, LAN and the application environment. Knowledge of network and systems administration, backup solutions, and virtualisation platform. The ideal candidate must have the ability to demonstrate sound knowledge of policies and practices, technical skills. Produce good quality of work, be reliable, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff.
- DUTIES** : The successful candidate will be responsible for providing ICT infrastructure security. This entails managing the operations of the DPME's enterprise security solution. Develop and maintain the enterprise's security architecture design. Perform daily administration and support of the Firewall that includes hardware and software installation/ upgrade/ licenses and system performance monitoring. Encryption and network monitoring including antivirus administration and patch management on the systems. Implementing security solutions for vulnerability audits and assessments. Maintain the enterprise's ICT Disaster Recovery Plan, where appropriate. Conducting IT Risk Management, monitoring the IT risk register and mitigation plans Establish an enterprise security stance through policy, architecture and training processes.
- ENQUIRIES** : In connection with the applications kindly contact Ms. J Mchunu, Tel no: (012) 312-0462 and in connection with the post, Mr. TL Moyaba at Tel no: (012) 312-0514
- POST 31/44** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: 020/2017**
Sub-directorate: Executive Coordination and Support
- SALARY** : R657 558 – R774 576 all-inclusive salary package per annum, Level 11
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF 6) or equivalent with at least 6 years appropriate experience of which 3 years must be in Executive Support and 3 years at ASD level. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff.
- DUTIES** : The successful candidate will be responsible for providing executive support and coordination services to the department. This entails coordinating of Management Meetings: Well-recorded Minutes/documents of all Management Meetings; adequate and timeous follow-up on all decisions/actions and effective Executive and coordinated services rendered. Maintaining of terms of reference of EXCO and all departmental meetings: Technical and administrative support services provided in an effective and efficient manner; and constant follow-up on outstanding matters. The managing of filing of all minutes and meeting documents: Minutes/decisions/actions constantly followed-up and correctly and properly indexed and filed. Managing and maintenance of Policy Registers: Updated and well-maintained registers and follow-up on all Parliamentary questions and correspondence. Management of Finance and Human Resources in the Unit(s): Recommend/Monitor the Unit's budget; allocating and checking of work; authorising of work (quality control and sign off); give functional/technical advice

- and guidance; formal disciplinary authority and Performance Management and Development.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post, Ms P Kole at Tel no (012) 312-0310
- POST 31/45** : **ASSISTANT DIRECTOR (JUNIOR SPECIALIST) SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS) REF NO 021/2017**
- SALARY** : R417 552 – R491 847 per annum, Level 10, plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 6) with 5 to 10 years' experience in Public Service dealing with Intergovernmental relations and sectoral data analysis as well as exposure to working in Policy environment. An Honours Degree (NQF 7) will be an added advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have knowledge of Policy and legislation development, data management and analysis, conflict management, problem solving and research skills.
- DUTIES** : The successful candidate will be responsible for managing the SEIAS database and web application system, liaise with and provide support to stakeholders and departments, as well as to perform research. This entails The providing of support (induction and training) to departments to optimally apply SEIAS to existing and new legislations and policies: effective support to departments and assistance to departments for effective identification and utilisation of enabling legislation and policies. Managing of the SEIAS database and web application system: Creation and constant updating/maintenance of the database and system. Conducting of research on related sector for the submitted SEIAS reports: Perusal of relevant documentation/information to ensure correct and reliable data/information. Coordination of SEIAS Stakeholder engagements and facilitation of IGR related queries: Liaise with stakeholders and deal with IGR related queries. General administration of the SEIAS Unit.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post, Ms P Kole at Tel no (012) 312-0310
- POST 31/46** : **ASSISTANT DIRECTOR: LOGISTICS AND CONTRACT MANAGEMENT REF NO 022/2017**
Sub-Directorate: Procurement Services
- SALARY** : R334 545 - R394 065 per annum, Level 09 plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 5 years' experience in government Supply Chain Management of which 3 years should be at a supervisory level. Experience in logistics and contract management will be an added advantage. The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Sound knowledge of LOGIS and Microsoft Office applications (especially Microsoft Excel) is essential. Shortlisted candidates will be required to complete a written test as part of the selection process.
- DUTIES** : Provide logistics and contract management services: Issuing orders, managing the delivery of goods and services, processing supplier payments in line with service standards, monitoring of contracts to ensure the accuracy of payments and timely renewal of contracts, reporting on accruals and commitments, management of SCM stores, providing inputs into the interim and annual financial statements.

ENQUIRIES : In connection with the applications kindly contact Ms K Mogotsi, Tel no: (012) 312 0465 and in connection with the post kindly contact Mr M Maasdorp, Tel no: (012) 312 0403

POST 31/47 : **ASSISTANT DIRECTOR: S&T ADVANCES AND CLAIMS REF NO: 023/2017**
Sub-Directorate: Financial Management

SALARY : R334 545 - R394 065 per annum, Level 09 plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 5 years' experience in government financial accounting environment of which 3 years should be at a supervisory level. Experience in S&T and claims will be an added advantage. The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government finance and the development, implementation and monitoring of related policies and procedures; excellent supervisory and operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Sound knowledge of BAS, PERSAL and Microsoft Office applications (especially Microsoft Excel) is essential. Shortlisted candidates will be required to complete a written test as part of the selection process.

DUTIES : Provide S&T management services to the Department: Approve the payment of S&T advances and claims in terms of the departmental policies and service standards, Track and monitor the receipt and payment of S&T advances and claims. Authorise S&T claims on PERSAL and S&T advances on BAS/PERSAL. Manage the departments forex and DIRCO accounts, monitor and clear travel related suspense accounts, sign off monthly reports on suspense accounts, assist with the development of S&T policies and procedure manuals, workshop S&T policies and procedures to staff and clients, provide standby duties as when required, assist other sections in the finance unit on an adhoc basis.

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 E Reis, Tel no: (012) 312-0408

POST 31/48 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 024/2017**
Sub-Directorate: Internal Control and Compliance

SALARY : R334 545 - R394 065 per annum, Level 09 plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 5 years' experience in government audit or internal control environment of which 3 years should be at a supervisory level. A formal qualification and/or training and experience in contract law will be a definite advantage. The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures; excellent supervisory and operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Sound knowledge of Microsoft Office applications (especially Microsoft Excel) is essential. Shortlisted candidates will be required to complete a written test as part of the selection process.

DUTIES : Provide internal control and compliance services: Develop, implement and monitor financial and SCM delegations, policies and procedures. Develop and implement administrative controls to ensure financial / SCM policies and procedures are complied with. Coordinate the maintenance of compliance registers. Monitor activities of LOGIS and BAS systems controllers. Coordinate responses to audit queries and findings and monitor the implementation of improvement plans in finance and SCM. Assist in compiling regular operational risk assessments and monitor implementation of mitigating strategies. Maintain departmental contract

- register and ensure that contracts are legally vetted where required. The post reports to the Deputy Director Internal Control and Compliance.
- ENQUIRIES** : In connection with the applications kindly contact Ms K Mogotsi, Tel no: (012) 312 0465 and in connection with the post kindly contact Mr M Maasdorp, Tel no: (012) 312 0403
- POST 31/49** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT**
SYSTEM REF NO: 025/2017
Sub-directorate: HR Utilisation and Development
- SALARY** : R334 545 – R394 065 per annum, Level 09 plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year qualification (NQF 6) in HRM/HRD, Public Administration, or Business Management/Administration plus a minimum of five years' relevant experience of which 3 years must be at supervisory level. Supplementary HR related course will serve as an added advantage. Should possess the following skills: planning and organising; problem solving and decision making; communication and information management; report writing; Motivational skills; team work; Negotiation; Influencing; people management and knowledge of Microsoft Office suite. Knowledge of PSA, PSR and other relevant legislation and policy provisions.
- DUTIES** : The successful candidate will be responsible for providing and coordinating the performance management development system in the department. This entails ensuring that Performance Agreements are compiled and signed in respect of all staff members; Ensuring that Mid-term reviews are on time. Ensuring that the process of annual assessments run smoothly and are completed on time; Managing of poor performance by employees and management of the performance management system and designing and facilitating of the incentive system.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post, Ms S Mphiwa at Tel no: (012) 312-0454
- POST 31/50** : **ASSISTANT DIRECTOR: RISK, ANTI-CORRUPTION AND INTERGRITY**
MANAGEMENT REF NO: 026/2017
Sub-directorate: Risk, Anti-Corruption and Integrity
- SALARY** : R334 545 – R394 065 per annum, Level 09 plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 6) with at least 5 years appropriate experience of which 2 years must be in a Risk environment and 3 years at supervisory level. Should possess the following skills: Ability to apply technical/professional skills. Ability to work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.
- DUTIES** : The successful candidate will be responsible for providing risk, anti-corruption and integrity management services. This entails providing of enterprise risk and integrity management services; developing implementing of a Business Continuity Plan. Providing of anti-corruption, ethics and integrity management services. Administering of the gift register and financial disclosure systems (including monitoring of remuneration of work outside the public service). Developing, promoting and implementing of codes of conduct according to the DPME's circumstances. Conducting of employee education and awareness programmes. Promoting of integrity and ethical behaviour awareness sessions. Investigating of allegations of fraud and corruption and rendering of secretariat services to the Risk Committee.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post, Mr O Skosana at Tel no: (012) 312-0015
- POST 31/51** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 027/2017**

- SALARY** : R334 545 – RR394 065 per annum, Level 09 plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree (NQF 6) with a minimum of 5 years experience in Audit environment. Should possess the following skills: Ability to apply technical/professional skills. Ability to work independently and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have knowledge of International Standards for Professional Practice of Internal Auditors; National Treasury Internal Audit Framework; PFMA and Treasury Regulations and Public Service Act and Regulations.
- DUTIES** : The successful candidate will be responsible for providing an independent audit function to assist the DPME to accomplish its objectives by improving the effectiveness of risk management, control and governance processes. This entails drafting and development of an Audit Program to evaluate if controls are in place; initiating of audit assignments as approved on the annual Audit Plan and The initiation, performance and conclusion of audit execution work in line with the approved Audit Program. Drafting of findings Worksheets and Audit Reports; The supervision of Audit Team members by the allocating, leadership, guidance and monitoring of project tasks to the team and initiating of follow-up audits for Internal and External audits.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post, Ms O Ramorola at Tel no: (012) 312-0020
- POST 31/52** : **ASSISTANT DIRECTOR: FACILITIES & WORK ENVIRONMENT REF NO: 028/2017**
Sub-Directorate: Security and Facilities
- SALARY** : R334 545 - R394 065 per annum, Level 09 plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3 year relevant tertiary qualification (NQF 6) with the minimum 5 years' relevant experience in Facilities Management of which 3 years should be at a supervisory level. The successful candidate should have the ability to demonstrate the sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce quality of work, be reliable and take initiative. Must have good written and verbal communication skills, be flexible and able to work with a team. Planning and execution, leadership skills and ability to delegate and empower sub-ordinates. Management of staff and ability to control financial resources.
- DUTIES** : The successful candidate will be responsible for providing facilities and work environment management services, including occupational health and safety services: Safety Health Environment Risks Quality (SHERQ) programmes developed and implemented. Quarterly SHERQ reports compiled and submitted. Compliance with OHS Regulations. OHS strategy and plans developed and implemented. OHS committees established and representatives appointed and trained. Safety boxes/supplies available and constantly refilled with consumables. Emergency plan developed and well-communicated. Ensure effective and efficient messenger/delivery, refreshment, reception and cleaning services.
- 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 N Lekubu, Tel no 012 312-0467
- POST 31/53** : **SENIOR SCM OFFICER: LOGISTICS AND CONTRACT MANAGEMENT REF NO 029/2017**
Sub-Directorate: Procurement Services
- SALARY** : R281 418–R331 497 per annum, Level 08 plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 years tertiary qualification (NQF 6) with 3 years' experience in logistics and contract management or grade 12 with 10 years' experience in logistics and contract management. Experience in logistics and contract management will be an

added advantage. The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government supply chain management and the implementation and monitoring of related policies and procedures; good operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Advanced knowledge of LOGIS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Shortlisted candidates will be required to complete a written test as part of the selection process.

DUTIES : Issuing orders, managing the delivery of goods and services, processing supplier payments in line with service standards, monitoring of contracts to ensure the accuracy of payments and timely renewal of contracts, reporting on accruals and commitments, management of SCM stores and issuing of stationery, providing inputs into the interim and annual financial statements. Authorisation of procurement advices on LOGIS, verifying acquisition documentation prior to commencing of an order, updating of supplier payment schedule, Communication with service providers and internal clients, Follow up on outstanding orders, Training of officials on SCM policy and procedures, General Office administration

ENQUIRIES : In connection with the applications kindly contact Ms K Mogotsi, Tel no: (012) 312 0465 and in connection with the post kindly contact Mr S Govender, Tel no: (012) 312 0420

POST 31/54 : **SENIOR ADMINISTRATIVE OFFICER: FACILITIES & WORK ENVIRONMENT REF NO 030/2017**
Sub-Directorate: Security and Facilities

SALARY : R281 418 – R331 497 per annum, Level 08 plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) with a minimum of 4 years' relevant experience of which 2 years should be at supervisory level. The successful candidate must have the ability to demonstrate the sound knowledge of policies and practices, technical skills. Ability to produce quality work. Must have good written and verbal communication skills, good interpersonal relations. The candidate should be flexible, reliable and results driven. Planning, execution and leadership skills and ability to delegate and provide necessary support to subordinates. Managing or supervising of staff.

DUTIES : The successful candidate will be responsible for rendering effective administration support to the unit. Rendering of effective financial and human resources support. Ensuring effective procurement within the unit. Updating of enabling prescripts, policies and procedures. Supervision of staff.

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 N Lekubu, Tel No: (012) 312 0467

POST 31/55 : **SENIOR INFORMATION AND VETTING OFFICER REF NO 031/2017**

SALARY : R281 418 – R331 497 per annum, Level 08 plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF 6) or equivalent with at least 4 years appropriate experience. Should possess the following skills: Ability to apply technical/ professional skills. Ability to work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.

DUTIES : The successful candidate will be responsible for rendering an effective staff vetting services. This entails administering of the filing system for all vetting documents within the Department; rendering of administrative support services and providing of support to the Head of the Unit and other staff regarding vetting operational meetings. liaising with the State Security Agency on vetting matters particular in

- relation to administrative systems and processes. Ensure the classification of documents.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312-0468 and in connection with the post, Mr N Sifunda at Tel no: (012) 312-0476
- POST 31/56** : **HR PRACTITIONER REF NO 032/2017**
Sub-directorate: OD, HR Planning and Administration
- SALARY** : R226 611 – R266 943 per annum, Level 07 plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 6) in HRM or equivalent with a minimum of 2 years appropriate experience. HR related courses will serve as an added advantage. Knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Relevant PERSAL training and experience is essential. Good communication and organisational skills. Proven computer literacy, including MS Word and MS Excel is essential.
- DUTIES** : The successful candidate will be responsible for providing an effective and efficient human resource administration services. This entails the application of HR policies and procedures: Accurate application of DPSA prescripts, regulations as well as the Departmental policies regarding HRA. The administering of recruitment, selection and appointment of employees and administration of personnel provisioning: Recruitment, selection and appointment of employees effectively administered, accurate statistics regarding the above provided on request and be involved in the development of policies for recruitment. Administering of personnel information systems and departmental reporting: Personnel information systems well administered and Information oversight reporting accurate and on time. Administration of effective and efficient service benefits: Service benefits policies and procedures applied properly. Draft submissions and report to various delegated authorities: Submissions drafted as and when requested and accurate reporting on HRA matters according to departmental requirements effected timeously
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post, Mr I Chappell at Tel no (012) 312-0476