

## 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** : 25 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 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 ECHELON

- POST 32/30** : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: 039/2017**  
Office of the CFO
- SALARY** : R898 743 to R1 058,691 per annum, all-inclusive salary package per annum, 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.
- REQUIREMENTS** : A relevant 3 year tertiary qualification (NQF 7) or equivalent with at least 8 years' relevant experience of which 5 years' at MMS (Deputy Director or equivalent) level in the national or provincial government financial management environment. A relevant post-graduate qualification and/or specialist training courses will be an added advantage. Competencies / Skills: The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government financial management and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A working knowledge of BAS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. 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 and the ability to maintain high levels of confidentiality. Shortlisted candidates will be required to complete a written test as well as competency assessment as part of the selection process.

**DUTIES** : Development and review of operational plans, risk assessments, compliance check lists and policies. Review and ensure compliance of financial delegations. Budget controller for the Office of the CFO. Manage all management and financial accounting services and functions in the Department, including: Strategic and operational financial planning and reporting, Entity oversight, Salaries, Tax and S&T, Payments to suppliers, Debtors and Creditors management, PMG, Petty Cash, Accurate quarterly and annual financial statements. Reports to the CFO

**ENQUIRIES** : In connection with the applications kindly Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post kindly contact Pieter Pretorius, Tel no: 012 312-0400.

**POST 32/31** : **DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT REF NO: 040/2017**  
Office of the CFO

**SALARY** : R898 743 to R1 058 691 per annum, all-inclusive salary package per annum, 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.

**REQUIREMENTS** : A relevant 3 year tertiary qualification (NQF 7) or equivalent with at least 8 years' relevant experience of which 5 years' at MMS (Deputy Director or equivalent) level in the national or provincial government supply chain management environment. A relevant post-graduate qualification and/or specialist training courses will be an added advantage. Competencies / Skills: 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, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A working knowledge of LOGIS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. 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 and the ability to maintain high levels of confidentiality. Shortlisted candidates will be required to complete a written test as well as a competency assessment as part of the selection process.

**DUTIES** : Development and review of operational plans, risk assessments, compliance check lists and policies. Review and ensure compliance of financial delegations. Manage all SCM functions in the Department, including: Strategic and operational procurement planning and reporting, Logistics services, Assets and corporate accounts management and Travel services, Payment of suppliers, Accurate information to inform quarterly and annual financial statements. Reports to the CFO.

**ENQUIRIES** : In connection with the applications kindly Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post kindly contact Pieter Pretorius, Tel no: 012 312-0400.

**POST 32/32** : **DIRECTOR: SECURITY & FACILITIES REF NO: 041/2017**  
Directorate: Security and Facilities

**SALARY** : R898 743 to R1 058 691 per annum, 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.

**REQUIREMENTS** : An appropriate NQF 7 Qualification in the area of Security and/or Facilities, Health and Safety Management or applicable and a Minimum of 8 years' appropriate experience with at least 5 years proven experience at middle (MMS) or senior (SMS) managerial level. Competencies & Skills: Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). 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: Corporate Management, the successful incumbent will be responsible for providing and coordinating security and facilities management as well as occupational Health and Safety services. This entails providing of security management services; Providing of facilities and work environment management services and ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. Ensuring effective and efficient Human Resources planning for the Directorate; Ensuring effective and efficient business/operational and performance annual planning for the Directorate. Ensuring of effective and efficient management of procurement within the Directorate and ensuring sound corporate governance mechanisms are developed and implemented for the Directorate. Manage the Records Management unit and ensure effective and efficient records management and messenger services for the Department.

**ENQUIRIES** : In connection with the applications kindly Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post kindly contact Pieter Pretorius, Tel no: 012 312-0400.

#### **OTHER POSTS**

**POST 32/33** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 042/2017**  
Chief Directorate: Corporate Management

**SALARY** : R420 909 to R1 023 054 all-inclusive salary package per annum based on OSD  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An LLB Degree or equivalent (NQF 8) with a Minimum of 8 years legal experience with at least 5 years proven experience at middle (MMS) or senior (SMS) managerial level. Competencies & Skills: Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Procurement 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: Corporate Management. The successful incumbent will be responsible for providing legal advice within the Department and render legal support on all correspondences with legal implications. This entails providing sound legal advice and litigation support to the Department. Preparing of legal opinions, drafting of contracts and the providing of general legal advice to the Principals and components in the DPME. Executing of all administrative legal actions to ensure compliance. Managing of litigation matters. Drafting and amending of legal instruments. Monitoring of legal compliance with national, international and continental instruments and providing of advice on the drafting and monitoring of service level agreements.

**ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312 0462 and in connection with the post kindly contact Mr N Nomlala, Tel no: (012) 312 0452

**POST 32/34** : **APPLICATION DEVELOPER REF NO: 043/2017**  
Sub-directorate: Business Applications

**SALARY** : R281 418 – R331 497 per annum, Level 08 plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF 6) in Computer Science, Information Technology or Informatics with a minimum of 2 year' s experience in programming, data warehousing, database design and development, document management systems as well as web development. The ideal candidate must have practical knowledge of Microsoft SQL Server 2008 R2 or higher, C#, ASP/ASP.NET, HTML, JavaScript and Graphics Design. Must have technical skills and knowledge of developing Business Intelligence reports as well as knowledge of codification; sound knowledge of the Microsoft Office suite and SharePoint is essential. Sound knowledge Document management systems, and document classification methodologies. Must be a creative thinker and have Problem solving skills. Must be flexible and reliable.

**DUTIES** : The successful candidate will be responsible for assisting and supporting the implementation of data warehousing, knowledge, records and document management systems. This entails performing systems analysis, designing and development based on user requirements; Perform database and web development; Implement and

maintain Information Management strategy and interacting with key external information/data institutions and branches in the Department. Assist with the acquisition and manipulation of information on databases; Provide support to users with regards to electronic document management system and implement security measures to safeguard information and documents against unauthorized access. Updating of departmental website and intranet; Participate in ICT research and innovation in order to ensure concurrency of systems and also assist the Database Developer and or the Senior Database Developer with the modification of existing databases and database management systems.

**ENQUIRIES**

: In connection with the applications kindly contact Ms J Mchunu, Tel no: (012) 312-0462 and in connection with the post, Mr Z Nkalanga at Tel no: (012) 312 0506