

## 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](http://www.dpme.gov.za)
- CLOSING DATE** : 01 September 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.

## OTHER POST

- POST 33/05** : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: 044/2017**  
Sub-Directorate: Management Accounting
- SALARY** : R334 545 – R394 065 per annum, Level 09 plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 year tertiary qualification (NQF 7) or equivalent with at least 5 years' experience in government financial accounting environment. 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 inputs into operational plans, risk assessments, policies and procedures, assist with the development, implementation, and monitoring of demand plans, compile cash flow projections, compile monthly budget reports, revise monthly expenditure projections identifying possible over/underspending and the reasons thereof, compile departmental ENE, ANE, MTEC and virement submissions, identify and journalise incorrect expenditure allocations, workshop departmental budget templates and procedures, liaise with responsibility managers, auditors and National Treasury, monitor and report on donor funds, assist with public entity oversight, assist with 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 Gloria Masuku, Tel no: (012) 312 0411