

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** : 08 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 34/29** : **DEPUTY DIRECTOR: EXECUTIVE MONITORING SUPPORT 2 POSTS REF NO: 046/2017**
Directorate: Executive Monitoring
- SALARY** : R779 295–R917 970 all-inclusive salary package per annum, Level 12
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF 6) with applicable subjects and courses in Social Sciences with at least 6 years appropriate experience of which 3 years should be in facets of social sector management, analysis and monitoring and 3 years at ASD level. The ideal candidate should have the following skills: Project evaluation and monitoring and interpersonal skills and sound human relations. Should be research competent, should have policy analysis skills and have technical and infrastructural knowledge. 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 implementing an effective monitoring and reporting in the management of Special Projects. This entails supporting the development and implementation of Special Project plans;

Monitoring and evaluating of Special Projects in terms of performance, and attainment of objectives and advising on the review and refining of procedures and mechanisms to strengthen Special Projects. Providing of expert advice to principals and stakeholders and effectively managing of allocated resources and service delivery in the component in terms of departmental and government prescriptions and policies. Providing inputs in the budgeting process and monitoring of funds allocated to the sub-directorate; Human resource development and supervision of interns allocated to the component and supervise all staff reporting to this position; Effective and efficient business/ operational and performance planning for the component and acquisition, care and maintenance of equipment and facilities allocated to the component.

ENQUIRIES

: In connection with the applications kindly contact Ms J Mchunu Tel no: (012) 312 0462 and in connection with the post, Mr T Makhosane at Tel no: (012) 312 0126