

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. www.dpme.gov.za
- CLOSING DATE** : 06 October 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. 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.

MANAGEMENT ECHELON

- POST 38/31** : **OUTCOMES FACILITATOR: PUBLIC SERVICE REF NO: 057/2017**
CD: Public Service Monitoring and Support
- SALARY** : R1, 370, 973.00 to R1, 544,406.00 all-inclusive salary package per annum (Salary Level 15). 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant post graduate qualification (NQF level 8) as recognised by SAQA. A Master's Degree (NQF level 9) will be an added advantage. Minimum of 10 years' appropriate experience with at least 8 years proven experience as a member of the SMS in the Public Service. Demonstrable public sector leadership acumen. Extensive knowledge and experience in the public service sector is a key requirement. Deep understanding of key policy imperatives of government, including relevant public sector governance prescripts. Thorough understanding of the National Development Plan (NDP). Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed

strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel on a regular basis. A valid driver's licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. 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 : The incumbent of the post will be responsible for supporting the outcomes approach through performance agreements with Ministers, delivery agreements and implementation forums. This entails developing sector specific service delivery and value chain and evaluation system; Initiate and direct the development and implementation of service delivery agreements with Executive Authorities and Heads of Departments and analyse evaluate and identify sector specific service delivery short comings and render advice on remedial measures. Liaise with political office bearers, Senior Management of governmental institutions and primary sector role players to establish coherence and cooperation; Initiate the establishment of sector specific service delivery forums and coordination mechanisms and render direction to such forums and regularly reporting on sector performance improvement. Interact with all role players in the specific sector to contribute to the achievement of outcomes and to identify and overcome obstacles. Facilitate specific service delivery forums and coordination mechanisms and render direction to such forums.

ENQUIRIES : In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post kindly contact Mr H Mohamed, Tel No 012 312-0105.

OTHER POSTS

POST 38/32 : **SENIOR ADMINISTRATIVE OFFICER REF NO 058/2017**
Social M&E Human Settlements

SALARY : R281 418.00 – R331 497.00 per annum (Salary level 8) plus benefits
CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF 06) or equivalent with at least 5 years experience of which 2 years must be in an administrative environment and 2 years at supervisory level. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, 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 and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have the knowledge of the Public Finance Management Act and Treasury Regulations.

DUTIES : The successful candidate will be responsible for rendering effective administrative support to the unit. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the unit: Collecting, analysing, collating of information as requested by the supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the supervisor and sending and receiving of faxes, e-mails, and following up on outstanding

issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP's and ensure that leave registers are completed in the unit and leave applications are submitted timeously. Updating/recommending of the updating of enabling Prescripts, Policies and Procedures: studying of the relevant Public Service and departmental prescripts/policies and processes and procedures applicable in the unit and the updating thereof

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0468 and in connection with the post, Mr A Vawda at Tel No (012) 312-0111

POST 38/33 : **EVALUATION OFFICER REF NO 059/2017**
CD: Evaluation

SALARY : R281 418.00 – R331 497.00 per annum (Salary level 8) plus benefits
CENTRE : Pretoria

REQUIREMENTS : A 3 year relevant tertiary qualification and at least 2 years' experience in research and/or evaluation. A Post Graduate qualification will be an added advantage. Should possess the following skills; possess contextual knowledge and understanding, ethical conduct, interpersonal skills, leadership, evaluative discipline and practice, research practice, evaluation planning, evaluation management, report writing and communication, improvement, general management skills, good computer literacy and project management skills and must be willing to travel frequently.

DUTIES : The successful candidate will be responsible for supporting evaluations as well as development of the evaluation system. This would involve supporting the Senior Evaluation Specialist in working with national departments on specific evaluation assignments (undertaking research or analytical activities for evaluations, organising meetings, minuting meetings, participating in commissioning of evaluation or research assignments, reviewing evaluation/research documents, monitoring improvement plans). Support the Senior Evaluation Specialist with one or more provincial evaluation plans. Undertake certain evaluation assignments directly. Undertake development work towards technical elements of the evaluation system and undertake evaluation communication assignments and other assigned responsibilities within the Evaluation unit.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr J Mathe at Tel No (012) 312- 0158