

## 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](http://www.dpme.gov.za)
- CLOSING DATE** : 20 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 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 40/13** : **SENIOR SECTOR EXPERT: SOCIAL COHESION AND GENDER REF NO 060/2017**  
Social M&E: Social Cohesion and Protection
- SALARY** : R948, 174.00 to R1, 116,918.00 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.
- CENTRE** : Pretoria
- 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. A relevant post-graduate qualification (NQF8) 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 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 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.

**DUTIES** : The successful incumbent will be responsible to coordinate, plan and monitor the Gender and Social Cohesion Sectors. This entails the detailed planning in the Gender, and Social Cohesion Sectors according to the relevant NDP Chapter(s); Active building of development-related coalitions involving governmental and non-governmental agencies, including Public Entities; Monitoring of Sector Reports to Cabinet, Cabinet Committees and Political Principals advised and supported and supporting of the implementation and coordination of Operation Phakisa initiatives where required. Ensuring of the unit's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to; Ensuring of effective and efficient Human Resources planning for the unit; Ensuring of effective and efficient business/operational and performance annual planning for the unit; Ensuring of effective and efficient management of procurement within the unit and ensuring of sound corporate governance mechanisms for the unit.

**ENQUIRIES** : In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post kindly contact Ms J Hlope, Tel No 012 312-0109.

#### OTHER POSTS

**POST 40/14** : **SECTOR EXPERT: SOCIAL PROTECTION AND ECD REF NO 061/2017**  
Social M&E: Social Cohesion and Protection

**SALARY** : R779, 295.00 – R917, 970.00 all-inclusive salary package per annum (Salary Level 12) 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 3-year tertiary qualification (NQF 6) with at least 6 years' appropriate experience of which 3 years should be in facets of Social Protection and ECD and 3 years at ASD level. Competencies / Skills: The ideal candidate should have the following skills: Monitoring and evaluation and policy analysis 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 independently and 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. 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.

**DUTIES** : The successful candidate will be responsible to provide technical support to the Senior Sector Expert in planning, monitoring and evaluation of the Social Protection and ECD Sector and related activities. This entails supporting of the implementation of the Social Protection and ECD Chapter(s) of the NDP; Rendering support for outcomes monitoring in the Social Protection and ECD Chapters of the NDP, and providing inputs/drafts for Executive reporting and supporting of the delivery of other unit's priorities regarding the Social Protection and ECD Chapter of the NDP. Supporting of initiatives/ targets in the NDP regarding ECD and Social Protection, not only in government departments, but also Public Entities, NGOs and at local government level; Developing of a knowledge base of best practice in early child development and social protection strengthening, policy development and monitoring and evaluation of programmes in this field and management of Finance and Human Resources in the Unit(s)

**ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu Tel No (012) 312-0462 and in connection with the post, Ms J Hlope at Tel No (012) 312-0109

**POST 40/15** : **ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO 062/2017**

**SALARY** : R417 552.00 – R491 847.00 per annum (Salary level 10) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant 3 year tertiary qualification (NQF 6) with at least 6 years appropriate experience of which 3 years must be in M&E, customer care, project management and 3 years at supervisory level. Should possess high level skills in: Report writing, project management, sound knowledge of the Microsoft Office suite (including Excel and PowerPoint). Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and possess good knowledge of government policies.

**DUTIES** : The successful candidate will be responsible for supporting the work of the Hotline deputy-directorates in ensuring good quality logging of cases, ensuring effective monitoring and support to departments and provinces and supporting the research and communications functions. This entails complaints logging support: Supporting the Deputy Director in receiving, capturing, assigning and acknowledgement of correspondence based complaints and queries; oversight of the quality and correctness (quality assurance) of all complaints and queries logged and maintaining and updating the classification categories and systems used by the call centre. Complaints management support to departments and provinces: Support the Deputy Director in working actively with departments, provinces and municipalities to ensure that complaints and queries are addressed in line with the standards procedures of the project; monitor case resolution performance for each department/province and produce analytical reports to support improved performance; monitor and support the quality of complaints resolution, in line with the quality standards and intervene when weaknesses are identified, receive, follow up, escalate and resolve complaints of urgent or serious nature and produce regular reports on the outputs and impact of your work. Knowledge management and communications support: Support the Deputy Director in planning and developing knowledge and communication products such as case studies, reports, web updates; plan and facilitate updated training for call centre staff; conduct research on complaints management as required and oversee and document the satisfaction surveys process and outcomes.

**ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0460 and in connection with the post, Ms S Mahlangu at Tel No (012) 312-0348.