

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** : 27 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.

OTHER POSTS

- POST 41/34** : **DEPUTY DIRECTOR: FSDM IMPLEMENTATION REF NO 067 /2017**
Directorate: FSD Implementation
- SALARY** : R779 295.00 – R917 970.00 all-inclusive salary package per annum (Salary Level 12)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF 6) or equivalent plus a minimum of 6 years' work experience of which 3 years must be in the area of service delivery monitoring and 3 years at ASD level. The successful applicant will need to be energetic, agile, and passionate about service delivery and be a fast learner. A good working knowledge of government in South Africa at different levels is key. Also required: good project management experience; knowledge of government prescripts, policies, practices and programmes; excellent problem-solving, communication (written, spoken and multi-lingual) and analytical skills; computer literacy. The post will require frequent travel to remote locations in South Africa and the successful candidate must be willing

		to spend nights away from home. The candidate should have 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. Driver's license and driving experience is a requirement
<u>DUTIES</u>	:	The successful candidate will be responsible for supporting the Director in the implementation of the frontline service delivery monitoring programme. This entails being responsible for managing high-level engagements with stakeholders (national, provincial, facility level) to monitor and ensure that monitoring findings are acted on: Conduct FSDM visits (new and improvements monitoring), in line with the standard operating procedures of the programme, with Offices of the Premier and providing technical support to provinces for the planning, implementation and monitoring of the frontline service delivery monitoring visits; Plan, implement and document effective feedback discussions and improvements discussions and produce quality reports on the monitoring visits and assist provinces with the documenting of the monitoring visits. Conduct monthly and quarterly data and trend analyses of the monitoring reports and present findings to different decision-making forums; Identify and document good practices and identify cases in need of intervention and assist with planning and monitoring of the intervention. Coordinate and support provincial review meetings; Support the updating of the standard operating procedures (tools and guidelines) of the programme and conduct training of monitors; Develop and maintain effective stakeholder relations with relevant provincial, national and local decision makers and support the Director in managing effective Directorate planning and review functions.
<u>ENQUIRIES</u>	:	In connection with the applications kindly contact Ms J Mchunu Tel No (012) 312 0462.
<u>POST 41/35</u>	:	<u>ASSISTANT DIRECTOR: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 068/2017</u> Unit: Logistics & Contract Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545.00 to R404 121.00 per annum (salary level 9) plus benefits
	:	Pretoria
	:	A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 5 years relevant experience of which 3 years must be in SCM and 2 years at supervisory level Must have knowledge of SCM procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications is essential and LOGIS. Organisational skills and good interpersonal relations, communication skills (written & verbal). The candidate should have 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.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide assets, fleet and Mobile account management services. This entails the management of Departmental assets from acquisition until disposal; Compiling of financial inputs for disclosure notes, such as accruals, finance leases, commitments for financial statements; Verification and approval of unit payments and updating and monitoring of units information on tracking system and databases. Attending to audit queries and implementation of improvement measures; Management of the department mobile accounts and ensuring accurate mobile account information is updated on databases timeously. Management of the departmental fleet vehicles; Ensuring that transport is available for the departments use and ensuring fleet is well maintained and roadworthy. Monitor inspections, trips and log book reconciliations are conducted: Ensure the implementation of policies and adherence to Legislations; Manage, monitor and improve resources and manage and training of staff and other stakeholders.

- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- POST 41/36** : **SUPPLY CHAIN OFFICER: LOGISTICS AND CONTRACT MANAGEMENT**
REF NO: 063/2017
Unit: Logistics & Contract Management
- SALARY** : R226 611.00 to R266 943.00 per annum (salary level 7) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 3 years relevant experience. Must have knowledge of SCM procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications is essential and LOGIS. Organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality and be able to work under pressure.
- DUTIES** : The successful candidate will be responsible to provide effective and efficient Supply Chain Management services and procure services and goods. This entails verification of invoices; Payment of invoices by 10 days within 30 days and verifying and Pre-authorisation of payments on LOGIS. Complying and capturing of Sundry payments and capturing of credit notes and disallowances as well as back dated price increases on the system. Requisition authorisation on LOGIS; Procurement approval manual and system; Closing and finalization of orders and follow up on accruals weekly. Updating of payment advice on databases; Updating and reconciliation of supplier and contract payments schedules and communication with service providers and internal clients on payments, contracts and orders. Follow up on outstanding orders and monitoring of award contracts; Maintaining of the 0 to 9 file and award contracts and assisting in complying of monthly accruals and commitments. Perform LOGIS Sub System Controller functions, overseeing warehouse and transit, perform other general office administration duties and supervise staff.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- POST 41/37** : **SENIOR SUPPLY CHAIN CLERK: ASSETS, FLEET AND MOBILE**
ACCOUNTS REF NO: 064/2017
Unit: Logistics & Contract Management
- SALARY** : R183 558.00 to R 216 216.00 per annum (salary level 6) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 1 - 3 years relevant experience. Must have knowledge of SCM procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications is essential and LOGIS. Organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality and be able to work under pressure.
- DUTIES** : The successful candidate will be responsible to provide support with the administration/ payment of assets, fleet and mobile accounts and the updating and maintaining of the records/registers. The maintenance of mobile accounts and assets information on the tracking and databases. Coordinated physical asset movements. Asset verification and updated asset register. Invoice scrutinised and verified before payments are effected and updated on tracking system in align with policies and prescripts. Coordinated and updated mobile account. The support and maintenance of the fleet. Licencing of vehicles ensured. Regular inspections of vehicles performed and repairs, services conducted. Accurate accident reporting. Reconciled log sheets. The keeping of records and reporting. Effective filing system maintained and database updated. Periodically reporting and reconciliation provided accurately. Detected fruitless and wasteful expenditure are submitted to LCC
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.