

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, and Pretoria. www.dpme.gov.za
- CLOSING DATE** : 10 November 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 43/25** : **INTERNAL AUDITOR REF NO: 067/2017**
Directorate: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R226 611.00 to R266 943.00 per annum (salary level 7) plus benefits
Pretoria
A relevant 3 years tertiary qualification (NQF 6) or equivalent with at least 2 years relevant experience in the Auditing/Finance environment. Must have knowledge of International Standards for Professional Practice of Internal Auditors; National Treasury Internal Audit Framework; Public Finance Management Act and Treasury Regulations as well as the Public Service Act and Regulations. The candidate must possess well developed planning and execution and project administration skills as well as the ability to apply audit specific technical/professional knowledge and practices in the workplace. Well-developed interpersonal and communications skills (verbal and written) and good working knowledge of the MS Office suite. 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, meet tight deadlines and maintain high levels of confidentiality.
- DUTIES** : The successful candidate will be responsible to open audit files, label and referenced audit files in accordance with approved audit methodology. Draft Client Visit letters, Engagement letters and the Audit Program provided. Ensure Pre Audit Questionnaire are completed by Audit Clients before commence of audits. Conduct audits projects in accordance with approved Audit methodology, IIA Standards as well as Internal Audit policies and procedures. Draft System descriptions drafted and submitted to Audit supervisor. Draft Risk and Control Matrix based system description/ processes within the department/unit to be audited. Gather relevant data gathered, all findings documented accurately and supporting evidence provided. Effectively conduct audit fieldwork work within audit timetable. Conduct Follow-up Audits on Post-Implementation of Assurance and Compliance Audit recommendations conducted. Assist in drafting audit program. Assist in drafting Findings Worksheets and Audit Reports. Ensure that Audit File accurately compiled, cross referenced and ready for quality assurance by the Supervisor. Draft Minutes at Audit Project meetings. Provide administrative assistance to the secretariat of Audit Committee.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- POST 43/26** : **SENIOR SUPPLY CHAIN CLERK: ASSET & LOGISTICS MANAGEMENT**
REF NO: 045/2017
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 years tertiary qualification (NQF 6) or equivalent with at least 2 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 assets and logistics management services within the department and will be required to perform the following functions: Comply with all policy, procedures and updates of PFMA, PPPFA and Treasury Regulations. Verification of all requisitions, Capturing of order and warehouse requisitions as per SCOA and segment allocation details on LOGIS. Compiling supporting documents of order preceding confirmation of orders with relevant parties. Filing of documentations. Updating of contract information on register. Conducting follow up report on outstanding goods and service. Capturing supplier evaluations on database. Reporting and updating of commitments. General Office administration and supervise Supply Chain Management Clerks in the unit.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.