

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** : 17 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.
- POST 44/142** : **SENIOR PERSONNEL PRACTITIONER: PMDS REF NO 068/2017**
Sub-Directorate: HR Utilisation and Development
- SALARY CENTRE REQUIREMENTS** : R281 418. – R331 497.per annum (Salary level 8) plus benefits
Pretoria
- : An appropriate 3-year tertiary qualification (NQF 06) or equivalent with at least 5 years' appropriate experience of which 2 years must be in various disciplines related to Human Resource Management and 2 years at supervisory level. Supplementary HR related courses a definite advantage. 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. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Must have knowledge of the PMDS prescripts.

- DUTIES** : The successful candidate will be responsible for providing an effective Performance Management service in the Department. This entails Administration of the PMDS system: provide advice on PMDS issues; Arrange and conduct the PMDS workshops; Receive, edit the performance agreements, mid-term reviews and the annual assessments and capture them on the Persal system; Arrange meetings of the PMDS moderation committee; Prepare and distribute the PMDS documents to the members of the moderation committee and letters of the PMDS results to the employees and facilitate the payment of the PMDS incentives (performance bonuses and pay progression). Perform secretarial function at PMDS moderation meetings.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- POST 44/143** : **SENIOR STATE ACCOUNTANT: PAYMENTS REF NO 069/2017**
Sub-Directorate: Payables and Receivables
- SALARY REQUIREMENTS** : R281 418. – R331 497.per annum (Salary level 8) plus benefits
: An appropriate 3-year tertiary qualification (NQF 06) or equivalent with at least 5 years appropriate experience of which 2 years must be in Financial Management. and 2 years at supervisory level. Should have extensive knowledge and experience of BAS, LOGIS and PERSAL and a high level of computer literacy. 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. Must have good Interpersonal relations, planning and execution skills 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 ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.
- DUTIES** : The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails bookkeeping to ensure correctness of financial accounting transactions in the areas of responsibility in line with applicable policies and procedures; Authorisation of BAS and LOGIS payments and manage the clearing of suspense accounts in line with PFMA and Treasury Regulations. Reporting on the suspense accounts; Accounting for donor funding expenditure and receipts; Compilation of VAT returns; Authorisation of Journals; and assist other finance sections as and when needed.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.