

## 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** : 01 December 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 46/26** : **DIRECTOR: FINANCIAL MANAGEMENT REF NO 070/2017**  
Office of the CFO
- SALARY** : R948 174 - R1 116 918 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 (NQF7 or equivalent) with either financial or management accounting at 3<sup>rd</sup> year level. At least 8 years' relevant experience of which 5 years' at MMS (Deputy Director or equivalent) level in the national or provincial government financial management environment. Experience in both Financial and Management accounting in national or provincial Government essential. A relevant post-graduate qualification (NQF 7) 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 financial management 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 working knowledge of BAS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive, self-driven, detail oriented, innovative, customer focused, solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality. Shortlisted candidates will be required to complete a written test and a competency assessment as part of the selection process.

**DUTIES** : Development and review of operational plans, risk assessments, compliance check lists and policies. Review and ensure compliance of financial delegations. Budget controller for the Office of the CFO. Manage all management and financial accounting services and functions in the Department, including: Strategic and operational financial planning and reporting, Entity oversight, Salaries, Tax, S&T, Supplier payments, Debtors and Creditors management, PMG, Petty Cash, Accurate quarterly and annual financial statements. Reports to the CFO

**ENQUIRIES** : In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462

**POST 46/27** : **SENIOR SECTOR EXPERT: PUBLIC HEALTH REF NO 071/2017**  
Social M&E: Health

**SALARY** : R948 174 - R1, 116 918. 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 REQUIREMENTS** : Pretoria  
A relevant 3-year tertiary qualification (NQF7) 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 contribute to the development, monitoring and the periodic review of the Health Chapter of the NDP with a view to specifically strengthen and enhance the monitoring of public health care delivery to all South Africans as well as the performance of Public and Private Health Systems including NGO's. This entails developing and periodically reviewing the Health Chapter of the NDP regarding Public Health; Continuous monitoring and reporting to the executive on progress towards the health chapter in the NDP regarding Public Health and monitoring of the Public Health sector's progress towards sustainable Development Goals (SDG's). Tracking of progress at the coalface of service delivery in public health across 3800 health facilities; Providing technical support for the strengthening of the Public Health System and supporting of the conducting of evaluations in the Public Health Sector in conjunction with the relevant unit of DPME and supporting of the implementation of Operation Phakisa 2: Ideal Clinic Realisation and Maintenance Programme. Ensuring of the Directorate'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 Directorate; Ensuring of effective and efficient management of procurement within the Directorate and ensuring of sound corporate governance mechanisms for the Directorate.

**ENQUIRIES** : In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462

<b><u>POST 46/28</u></b>	:	<b><u>SENIOR SECTOR EXPERT: PLANNING COORDINATION REF NO 072/2017</u></b> CD: Planning Coordination
<b><u>SALARY</u></b>	:	R948 174 - R 1 116,918. 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A relevant 3-year tertiary qualification (NQF7) 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: A good understanding of government policies and plans – social, economic, governance, environment and related areas. Competencies / Skills: The ideal candidate should have the following skills: planning, coordination and interpersonal skills and sound human relations. 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 with the 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 Ability to work with diversity and multi-disciplinary teams. Must have a valid Driver's Licence and be prepared to travel frequently.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for facilitating and convening of different stakeholders and leading the process of drafting plans to achieve the NDP goals in consultation with the planning coordinators in the different areas. This entails planning and organizing programs and activities as well as carry out important operational duties; Support planning and coordination of a program and its activities and ensure implementation of policies and practices. Maintain budget and track expenditures/transactions; Build positive relations within the team and external parties and schedule and organize meetings/events and maintain agenda. Ensure technology is used correctly for all operations; Draft strategic plans and project briefs with regard to key Sector Planning projects; Keep updated records and create reports or proposals. Support growth and program development. Prepare programme /project status reports required for management and provide technical support to government officials and other partners in the planning, implementation and evaluation of programme(s)/project(s).
<b><u>ENQUIRIES</u></b>	:	In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462
<b><u>POST 46/29</u></b>	:	<b><u>SENIOR SPECIALIST: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM REF NO 073/2017</u></b>
<b><u>SALARY</u></b>	:	R948, 174 - R1, 116,918. 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A relevant 3-year tertiary qualification (NQF7) or equivalent with at least 8 years' relevant experience, of which 3-5 years in policy and legislation development/coordination or analysis and 5 years' at MMS (Deputy Director or equivalent) level. Qualifications in Economics or Public Policy or any other relevant post-graduate qualification (NQF8) will be an added advantage. Competencies / Skills: The successful candidate will have demonstrated an in-depth knowledge of 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

**DUTIES**

orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

: The incumbent of the post will be responsible for ensuring and facilitating the application of impact assessments on regulations/legislation and policies. Assist in providing guidance and support to departments in implementing the Socio-Economic Impact Assessment System (SEIAS). Work with the Cabinet Office to ensure SEIAS is done on all new/ amended policies, laws and regulations. Assist with continuous review of the SEIAS templates to ensure that it supports effective impact assessment processes and aligns adequately with national priorities. Facilitate induction of officials to utilise SEIAS, assist in establishing a panel of experts trained in the SEIAS approach that can be used by government departments. Provide methodological support to government and assist in the support work of the Interdepartmental Structures and Community of Practice on SEIAS. Ensuring of the Directorate'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 Directorate; Ensuring of effective and efficient management of procurement within the Directorate and ensuring of sound corporate governance mechanisms for the Directorate.

**ENQUIRIES**

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**OTHER POSTS**

**POST 46/30**

: **SPECIALIST: PLANNING COORDINATION X2 REF: 074/2017**  
CD: Planning Coordination

**SALARY**

: R779 295. – R 917 970. 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 REQUIREMENTS**

: Pretoria

: An appropriate 3-year tertiary qualification, in the social sciences, i.e. economics, sociology, public administration, strategic planning and related (NQF6) with at least 6 years' appropriate experience of which 3 years should be in facets of Planning Coordination and 3 years at ASD level. A good understanding of government policies and plans – social, economic, governance, environment and related areas. Competencies / Skills: The ideal candidate should have the following skills: planning, coordination and interpersonal skills and sound human relations. 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 with the 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 Ability to work with diversity and multi-disciplinary teams. Must have a valid Driver's Licence and be prepared to travel frequently.

**DUTIES**

: The successful candidate will be responsible for assisting in the facilitating and convening of different stakeholders and leading the process of drafting plans to achieve the NDP goals in different areas and sectors, in consultation with the planning coordinator. This entails assisting in planning and organizing programs and activities as well as carry out important operational duties; Support the Senior Sector Expert with planning and coordination of a program and its activities and ensure implementation of policies and practices. Maintain budget and track expenditures/transactions; Help build positive relations within the team and external parties and schedule and organize meetings/events and maintain agenda. Ensure technology is used correctly for all operations; Draft strategic plans and project briefs with regard to key Sector Planning projects; Keep updated records and draft reports or proposals and support growth and program development.

**ENQUIRIES**

: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312 0462.

<b><u>POST 46/31</u></b>	:	<b><u>POLICY ANALYST: IMPLEMENTATION SUPPORT REF: 075/2017</u></b> CD: Public Service Monitoring and Support
<b><u>SALARY</u></b>	:	R779 295. – R 917 970. 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate 3-year tertiary qualification (NQF6) with at least 6 years' appropriate experience of which 3 years should be in facets of Implementation Support and 3 years at ASD level. Competencies / Skills: The ideal candidate should have the following skills: Monitoring and interpersonal skills and sound human relations. Should produce good quality of work, research capability, report writing, 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 the 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. Must have a valid Driver's Licence and be prepared to travel frequently.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to assist in the development and implementation of a government wide performance assessment tool (MPAT) through assisting the Director in the development and implementation of a government wide management performance assessment tool for planning, monitoring and evaluation. Assist in the collection and analysis of data from a wide range of sources to inform the strategic management and performance monitoring key areas of individual government institutions, collect and analyse data to inform reports and coordinate arrangements for the President's hands-on monitoring of departments, municipalities, State Owned Entities and other service delivery sites, collect and analyse data to inform assessments of national and provincial department's adherence to policy requirements for planning, performance monitoring and also support departments to improve their planning and monitoring processes.
<b><u>ENQUIRIES</u></b>	:	In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312 0462.
<b><u>POST 46/32</u></b>	:	<b><u>PROJECT AND CONTENT COORDINATOR REF NO 076/2017</u></b> Directorate: Delivery Support
<b><u>SALARY</u></b>	:	R417 552. – R491 847. per annum (level 10) plus benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant 3 year tertiary qualification (NQF6) with at least 5 years appropriate experience of which 3 years must be in Project and Content coordination and 2 years at supervisory level. Should possess high level skills in: report writing, project management and research, sound knowledge of the Microsoft Office suite (including excel and power point). 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 knowledge of government policies.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for coordinating the activities in the Operation Phakisa unit including providing administrative systems and office personnel support. This entails rendering general logistical and programme / project management support to the Operation Phakisa Unit; assist in managing multiple projects; responsible for all logistics planning related to travel and events. Analyse and implement operating systems and procedures within the unit; ensure smooth running of the unit; perform administrative functions such as assisting in preparing quarterly performance reports and compiling minutes, and compiling

annual programme budget requests. Provide management support in the unit to ensure efficiency and effectiveness by rendering administrative, logistical, programme and project management support; Manage incoming and outgoing correspondence to ensure effective office procedures and flow of work; Develop and implement operating systems and procedures within the unit; Liaise with internal and external stakeholders to ensure effective communication. Draft minutes and correspondence and manage workflow record systems; Manage, monitor, analyse the unit budget and provide monthly cash flow projections. Coordinate and consolidate the unit's quarterly and annual performance plans; coordinate the preparation and secretariat support in the unit's meetings and also follow up on key decisions, agreements from the meetings and ensure timely implementation thereof. Draft required documentation. Scrutinise submission/reports forwarded to unit and facilitate the procurement of goods and services.

**ENQUIRIES** : In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312 0462.

**POST 46/33** : **ASSISTANT SPECIALIST REF NO 077/2017**  
CD: PM&E Capacity Development

**SALARY REQUIREMENTS** : R417 552. – R491 847. Per annum (level 10) plus benefits  
A relevant 3 year tertiary qualification (NQF6) with at least 5 years appropriate experience of which 3 years must be in Administration and 2 years at supervisory level. Should possess high level skills in: report writing, project management and research, sound knowledge of the Microsoft Office suite (including excel and power point). 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 knowledge of government policies.

**DUTIES** : The successful candidate will be responsible for supporting the effective functioning of Planning, Monitoring and Evaluation (PM&E) capacity development structures, systems and processes. He/she will provide event management support to the PM&E Forums; international PM&E workshops; international study visits to DPME; and new stakeholder platforms that DPME establishes in relation to PM&E capacity development. Key to this task will be the maintenance and continuous updating of databases comprising all key PM&E stakeholders from all spheres of government, academia, think tanks, civil society, state-owned companies and other public entities, multilateral organizations, development partners and professional bodies. He/she will use the database to ensure continuous advocacy and knowledge sharing with all the stakeholders around PM&E through stakeholder needs analysis, presentations, information dissemination, and feedback. The successful candidate will provide direct support to the supervisor and indirect support to DPME management in relation to the work of the capacity development structures, including preparing presentations, drafting minutes, briefing notes, follow up to the decisions of the PM&E Forums; and execute research and analysis of information for the Unit Head. He/she will provide support to the Head of PM&E Capacity Development in his/her management of financial functions. This will include support to the Head in monitoring the budget, monitoring the expenditure and implementation of procurement plans, and provide monthly cash flow projections of the unit. He/she will provide support on performance management functions, including coordination and consolidation of the Unit's quarterly and annual performance reports. The incumbent will manage and supervise interns, service providers and suppliers in the Unit.

**ENQUIRIES** : In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312-0462.

**POST 46/34** : **OUTCOME ASSISTANT REF NO 078/2017**  
M&E: Economy

**SALARY** R417 552. – R491 847. Per annum (level 10) plus benefits

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A relevant 3 year tertiary qualification (NQF6) with at least 5 years appropriate experience of which 3 years must be in M&E and 2 years at supervisory level. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). 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 knowledge of government policies.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible in providing administrative and technical support on outcomes planning monitoring and evaluation improvement initiatives. This entails supporting the outcomes team in the planning, development and review of the MTSF chapter on the outcome. Provide support in conducting outcomes research and policy analysis focused on planning, monitoring performance and evaluation. Provide improved and accurate range of evidence and data for effective monitoring and assessing of sector department performance. Support on-site investigation and verification where required and report accordingly, then compile detailed reports and presentations for evidence. Render administrative support to the Outcomes Team in the execution of their duties. Support and form part of Presidential and Executive M&E interventions teams, undertaken by the Special Projects. Contribute towards the compilation of monthly outcomes report. Provide continuous interaction with outcomes relevant departments and entities initiatives. Support the Outcomes Team in advocating for timely use of monitoring and evaluation information to drive service delivery.
<b><u>ENQUIRIES</u></b>	:	In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312-0462.
<b><u>POST 46/35</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (VARIOUS) REF NO 079/2017</u></b> Directorate: Citizen-Based Monitoring; CD: Planning Coordination; CD; Planning Alignment; Social PM&E: Education & Skills; Social PM&E: Health; Social PM&E: Infrastructure; Social PM&E: Rural Economy; CD: Security and International Planning and Monitoring
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R281 418. – R331 497. per annum (Salary level 8) plus benefits Pretoria
<b><u>DUTIES</u></b>	:	An appropriate 3 year tertiary qualification (NQF6) or equivalent with at least 4 years experience of which 2 years must be in an administrative environment and 2 years at supervisory level. The following skills will serve as a recommendation: Report writing skills or/and desktop research skills or/and analytical skills or/and statistics skills and experience. 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 knowledge of Public Finance Management Act and Treasury Regulations Service Act and Regulations The successful candidate will be responsible for rendering effective administrative support to the unit. This entails rendering of effective finance and 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. 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 Head of the Unit's office and the updating thereof. Supervision of admin staff if applicable in the unit.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- POST 46/36** : **ADMINISTRATIVE OFFICER (VARIOUS) REF NO 080/2017**  
CD: Planning Alignment
- SALARY** : R226 611. – R266 943. per annum (Salary level 7) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF6) or equivalent with at least 3 years appropriate experience of which 1 year is in a supervisory level and 2 years in an administrative environment. The following skills will serve as a recommendation: Report writing skills or/and desktop research skills or/and analytical skills or/and statistics skills and experience 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 skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations.
- DUTIES** : The successful candidate will be responsible for rendering an 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 and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. 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. Updating/recommending of enabling Prescripts, Policies and Procedures: Studying of the relevant Public Service and departmental prescripts/policies and processes and procedures applicable in the Head of the Unit's office and the updating thereof.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.