

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** : 08 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 47/26** : **CHIEF SECTOR EXPERT: DISTRESSED MINING COMMUNITIES REF NO 081/2017**
Economic M&E: Distressed Mining Communities
- SALARY** : R1, 127,334. to R1, 347,879. All-inclusive salary package per annum (Salary Level 14). 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 at least 10 years' relevant experience of which 5 years' at Senior Managerial 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 for providing executive secretariat support to the Inter-Ministerial Committee (IMC) and Technical Task Team (TTT) on the Distressed Mining Communities. This entails establishing and maintaining buy-in and support from all relevant stakeholders. Strategic co-ordination with the various stakeholders (3 tiers of government including labour) and obtain, monitor and review stakeholder feedback and reaction at agreed intervals to measure buy-in, support and working relations between affected departments as well as other effected spheres of government. Collecting, recording, preserving, making available and accessible and use information to inform the IMC and TTT, produce reports that are accurate and relevant. Support integrations and collaboration across the effected departments and different spheres of government and identify and manage (actual and potential) risk factors and indicators pertaining to the project. Provide a secretariat role in IMC and TTT meetings and follow up on decisions taken and provide feedback in meetings. Document key decisions of experts and content specialists and follow up on the implementation of these decisions. Provide monitoring and institutional support towards the delivery of the Mining Phakisa initiatives and identify and support strategic research and policy issues/gaps and guiding departments to address these with DPME's support. Support operationalising the SPP at a provincial and local level. This centres on integrated development planning in mining regions and labour sending areas, including brokering projects between various departments, community based organisations and the private sector for catalytic economic development, human settlement projects, mineworker and mine community health and safety, and improving mineworker working/living conditions. Manage the budget and performance of staff in the unit

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

POST 47/27 : **SENIOR SECTOR EXPERT: DISTRESSED MINING COMMUNITIES REF NO 082/2017**
Economic M&E: Distressed Mining Communities

SALARY : R948, 174. to 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 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. 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 support the Chief Director in providing executive secretariat support to the Inter-Ministerial Committee (IMC) and Technical Task Team (TTT) on the Distressed Mining Communities. This entails assisting in establishing and maintaining buy-in and support from all relevant stakeholders. Strategically co-ordinate with the various stakeholders (3 tiers of government including labour) and obtain monitor and review stakeholder feedback

and reaction at agreed intervals to measure buy-in. Support working relations between affected departments and other effected spheres of government. Collect, record, preserve, make available and accessible and use information to inform the IMC and TTT. Produce reports that are accurate and relevant. Support integrations and collaboration across the effected departments and different spheres of government and also support in the identification and management of (actual and potential) risk factors and indicators pertaining to the project. Provide a secretariat role in IMC and TTT meetings and follow up on decisions taken and provide feedback in meetings. Assist in the Documentation of key decisions of experts and content specialists and follow up on the implementation of these decisions. Assist the Chief Director in providing monitoring and institutional support towards the delivery of the Mining Phakisa initiatives and identifying and supporting strategic research and policy issues/gaps and guiding departments to address these with DPME's support. Support operationalising the SPP at a provincial and local level to facilitate integrated development planning in mining regions and labour sending areas, including brokering projects between various departments, community based organisations and the private sector for catalytic economic development, human settlement projects, mineworker and mine community health and safety, and improving mineworker working/living conditions.

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OTHER POST

POST 47/28 : **SECTOR EXPERT: DISTRESSED MINING COMMUNITIES REF NO 083/2017**
Economic M&E: Distressed Mining Communities

SALARY : R779, 295. – R917, 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 : Pretoria
REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF6) with at least 6 years' appropriate experience of which 3 years should be in facets of social sector management, analysis and monitoring and 3 years at ASD level. Experience in working at all spheres of Government will serve as an advantage. Competencies / Skills: The ideal candidate should have the following skills: Project evaluation and monitoring and interpersonal skills and sound human relations. Should be research competent, should have policy analysis skills and have technical and infrastructural knowledge. 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.

DUTIES : The successful candidate will be responsible for rendering effective monitoring and reporting in the management of the units projects. This entails rendering executive and administrative support to the unit. Liaising with various stakeholders interacting with the department. Provide support for the setting up and operationalizing of management systems for the unit. Provide support for quality production of all external reports and communication and co-ordinate Inter-Ministerial Committee (IMC) and Technical Task Team (TTT) on the Distressed Mining Communities meetings and ensure reports are compiled and follow ups are conducted.

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