

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. Website www.dpme.gov.za
- CLOSING DATE** : 15 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.

OTHER POST

- POST 48/32** : **SENIOR DATA OFFICER REF NO 084/2017**
CD: Data Integration and Analysis
- SALARY CENTRE REQUIREMENTS** : R281 418. – R331 497. Per annum (Salary level 8) plus benefits
Pretoria
- REQUIREMENTS** : A 3-year tertiary qualification (NQF 6) or equivalent in the field of Statistics, Mathematics, Informatics, Information Technology or any quantitative field and at least 2 years' experience in data management. Must have knowledge of statistical analysis software packages such as SPSS, SAS or STATA. Should possess the following skills; having contextual knowledge and understanding, ethical conduct, interpersonal skills, leadership, evaluative discipline and practice, research practice, evaluation planning, evaluation management, report writing and communication, improvement, general management skills, good computer literacy and project management skills and must be willing to travel frequently.
- DUTIES** : The successful candidate will be responsible for providing timely, quality, verified data and analysis to support the Planning, Monitoring and Evaluation function: Maintain and validate PoA web based system to support 14 area Outcomes, Collection, collation, analysis, interpretation and presentation of quantitative data. Retrieval of information from government and research

institutions data platforms, Ensuring data availability, reliability and consistency for verification on NDP/MTSF data reported to cabinet, Assist in research on data sources and quality standards for the Data centre, Cleaning, verifying and restructuring of data and calculating indicators, and assist in drawing conclusions, Assist in the updating of Development indicators, Creating tables and graphs, Assisting with the writing and technical editing of reports

ENQUIRIES

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