

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** : 22 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 POSTS

- POST 49/79** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 086/2017**
Directorate: Internal Audit
- SALARY** : R657 558. – R774 576. all-inclusive salary package per annum (Salary Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Three (3) year tertiary qualification (NQF 06) or equivalent with at least 6 years appropriate experience of which 3 years must be in Internal Audit and 3 years at ASD level. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations, investigation skills 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. Valid driver's license is a requirement.

DUTIES : The successful candidate will be responsible for providing internal audit services in the department. Provide inputs into the development of a three-year rolling risk-based internal audit strategic plan and a one-year operational internal audit plan. Conduct assessment on the adequacy, effectiveness and efficiency of control, risk management and governance processes. Initiate and manage audit assignments in accordance with approved audit methodology and in compliance with IIA Standards. Provide supervisory guidance and leadership to audit team and ensure quality assurance is conducted on audit assignments. Manage the implementation of the approved internal audit plan. Manage and coordinate planning, execution, reporting of internal audits assignments. Conduct follow-up audits and verify post implementation of corrective action by management. Monitor and facilitate reporting on internal audits. Perform and manage ad-hoc audits as requested by management; Conduct ad-hoc audits as and when requested by management and investigate cases reported through the Government Anti-Corrupt Hotline. Provide secretariat services to audit committee. Conduct forensic financial and operational audits, performance audits. Ensuring compliance with prescripts policies, legislation etc. Facilitate the entry and close-out meetings; Quality Assure the findings before presentation at close out meeting and report quarterly to the management and Audit Committee meeting in respect of the Annual plan. Provide Secretariat services to the Audit Committee.

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

POST 49/80 : **ASSISTANT DIRECTOR: EXECUTIVE MONITORING REF NO 086/2017**
Directorate: Executive Monitoring

SALARY : R417 552. – R491 847. Per annum (level 10) plus benefits
CENTRE : Pretoria

REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 6) with at least 5 years' appropriate experience of which 3 years must be in Monitoring & Evaluation or Community and Development Planning and 2 years at supervisory level. Should possess high level skills in: report writing, project management, community and development planning, 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. Driver's license is a requirement.

DUTIES : The successful candidate will be responsible in providing administrative and logistical services to the Directorate: Executive Monitoring. This entails rendering a general logistical and programme / project management related support to the Directorate; Being responsible for planning all logistics related to travel and events; Providing secretariat support for meetings; Assisting with support to the Directorate during the initiation states of special projects and Executive Monitoring; Assisting with the implementation and monitoring of projects and completion of reports. Conduct research relating to special projects; Assist in stakeholder engagement on priority projects and ensure appropriate requisite and functional systems are in place for the monitoring of projects. Provide administrative support to the Director on priority programmes; Assist with the updating and maintaining of tools and guidelines for the Executive Monitoring Support programme and assist with the development, communication and distribution of Special Projects and Monitoring and Evaluation or Community and Development knowledge products.

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

POST 49/81 : **ASSISTANT SPECIALIST: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS) REF NO 087/2017**

SALARY : R417 552. – R491 847. Per annum (Salary level 10) plus benefits
CENTRE : Pretoria

REQUIREMENTS : A relevant 3-year tertiary qualification (NQF6) with a minimum of 5 years experience of which 3 years must be experience in Public Service dealing with

Intergovernmental relations and sectoral data analysis as well as exposure to working in Policy environment and 2 years experience at supervisory level. An Honours Degree will be an added 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 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 knowledge of Policy and legislation development, data management and analysis, conflict management, problem solving and research skills.

DUTIES

: The successful candidate will be responsible for managing the SEIAS database and web application system, liaise with and provide support to stakeholders and departments, as well as to perform research. This entails The providing of support (induction and training) to departments to optimally apply SEIAS to existing and new legislations and policies: effective support to departments and assistance to departments for effective identification and utilisation of enabling legislation and policies. Managing of the SEIAS database and web application system; follow up on progress of proposals and SEIAS reports; Conducting of research on related sector for the submitted SEIAS reports: Perusal of relevant documentation/information to ensure correct and reliable data/information. Coordination of SEIAS Stakeholder engagements and facilitation of IGR related queries: Liaise with stakeholders and deal with IGR related queries. General administration of the SEIAS Unit including compiling of performance reports.

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