

## 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.
- CLOSING DATE** : 29 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. Website: [www.dpme.gov.za](http://www.dpme.gov.za)
- ERRATUM:** kindly note that the post of Senior Data Officer REF NO 084/2017 advertised in DPSA vacancy Circular No: 48 dated 01 December 2017 will no longer be filled due to some departmental structural changes.

## MANAGEMENT ECHELON

- POST 50/113** : **OUTCOMES FACILITATOR: PUBLIC SERVICE REF NO: 088/2017**  
CD: Public Service Monitoring and Support
- SALARY** : R1 127 334 - R1 347 879. all-inclusive salary package per annum (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 REQUIREMENTS** : Pretoria  
A relevant post graduate qualification (NQF level 8) as recognised by SAQA. A Master's Degree (NQF level 9) will be an added advantage. Minimum of 10 years' appropriate experience with at least 5 years proven experience as a member of the SMS in the Public Service. Demonstrable public sector leadership acumen. Extensive knowledge and experience in the public service sector is a key requirement. Deep understanding of key policy imperatives of

government, including relevant public sector governance prescripts. Thorough understanding of the National Development Plan (NDP). Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel on a regular basis. A valid driver's licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Good computer literacy skills. 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.

**DUTIES**

: The incumbent of the post will be responsible for supporting the outcomes approach through performance agreements with Ministers, delivery agreements and implementation forums. This entails developing sector specific service delivery and value chain and evaluation system; Initiate and direct the development and implementation of service delivery agreements with Executive Authorities and Heads of Departments and analyse evaluate and identify sector specific service delivery short comings and render advice on remedial measures. Liaise with political office bearers, Senior Management of governmental institutions and primary sector role players to establish coherence and cooperation; Initiate the establishment of sector specific service delivery forums and coordination mechanisms and render direction to such forums and regularly reporting on sector performance improvement. Interact with all role players in the specific sector to contribute to the achievement of outcomes and to identify and overcome obstacles. Facilitate specific service delivery forums and coordination mechanisms and render direction to such forums.

**ENQUIRIES**

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

**NOTE**

: This is a re-advertisement of post previously advertised with a closing date of 06 October 2017. Candidates who previously applied and are still interested are advised to re-apply.

**POST 50/114**

: **CHIEF DIRECTOR: SPATIAL PLANNING: 089/2017**  
Chief Directorate: Spatial Planning

**SALARY**

: R1 127 334. - R1, 347,879. all-inclusive salary package per annum (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 REQUIREMENTS**

: Pretoria  
: A relevant 3-year tertiary qualification (NQF7) in Regional and Town Planning or equivalent with at least 10 years experience in Human Settlements / Regional and Town Planning or related field of which 5 years must be at Senior Managerial level. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. The successful candidate should possess the following skills and knowledge: Knowledge of SPLUMA, Town & Regional Planning, Land use and land care and Urban and Rural Development. Must 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.
<b><u>DUTIES</u></b>	:	The successful incumbent will be responsible to develop and manage the spatial planning system and administer relevant legislation. This entails developing and managing the National Spatial Policy and the National Spatial Development Framework and developing norms, standards and guidelines for spatial planning and land use and management. Coordinate, monitor and evaluate the implementation of SPLUMA.; Provide technical and GIS Support to political structures and committees and develop and maintain a database. Ensuring the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Chief Directorate and ensuring sound corporate governance mechanisms for the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462.
<b><u>POST 50/115</u></b>	:	<b><u>SENIOR DATA ANALYSIS SPECIALIST REF NO 090/2017</u></b> CD: Data Integration and Analysis
<b><u>SALARY</u></b>	:	R948 174 - R1 116 918. all-inclusive salary package per annum (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 Post-Graduate tertiary qualification (NQF 8) or equivalent with at least 8 years' relevant experience of which 5 years' at MMS (Deputy Director or equivalent) level. A Masters degree (NQF 9) in Statistics, Econometrics, Informatics or data management. PhD in statistical/data Analysis will be an advantage. Competencies / Skills: The successful candidate will have demonstrated an in-depth knowledge of statistical analysis, and use of data. Understanding of indicator development & performance measurement and monitoring; business processes link to data reporting, software development and data management and project and programme management. A good understanding of government policies and plans – social, economic, governance, environment and related areas, as well as government data sets. 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.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to provide analytic support to the department for its planning, monitoring and evaluation functions. Provide statistical analysis of national surveys and other relevant data sets to strengthen outcomes monitoring. The person will lead on production of its flagship annual publication, Development Indicators, which tracks key social and economic indicators. Managing the collection, capturing, sourcing and analysis of data in relation to Development Indicators for 11 thematic areas and managing and lead the production of a Development Indicators database and publication. Develop operational technical indicator definitions (TIDS) to ensure the provisioning of quality data for Development Indicators. Ensuring the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and ensuring effective and efficient human resources planning, business/operational and performance annual planning as well as management of procurement within the Chief Directorate and ensuring sound corporate governance mechanisms for the Chief Directorate

<b><u>ENQUIRIES</u></b>	In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462
<b><u>POST 50/116</u></b>	<b><u>DIRECTOR: FRONTLINE SERVICE DELIVERY COORDINATION REF NO 091/2017</u></b> Chief Directorate: Frontline Monitoring
<b><u>SALARY</u></b>	R948 174 - R1 116 918. all-inclusive salary package per annum (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. Should possess the following knowledge and skills: Trained in Program Management (P3), Enterprise-Wide Project Management Office, Service Delivery Innovation and Client Orientation and Customer Focus. 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.
<b><u>DUTIES</u></b>	: The successful incumbent will be responsible to coordinate, facilitate the project portfolio of government as well as Presidential Special Projects, through Enterprise-Wide Project Management Office and Project Management (P3). This entails the coordination and facilitation of the project portfolio of government; verification of project implementation and Monitoring and Evaluation of project performance and allocated funding. Manage the Project Register of Government and ensure Project Governance and the tracking of government's Project Portfolio. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.
<b><u>ENQUIRIES</u></b>	: In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462.
<b><u>NOTE</u></b>	: This is a re-advertisement of post previously advertised with a closing date of 29 September 2017. Candidates who previously applied and are still interested are advised to re-apply.
<b><u>POST 50/117</u></b>	<b><u>SENIOR SECTOR EXPERT: ECONOMY REF NO 092/2017</u></b> Economic PM&E: Economy
<b><u>SALARY</u></b>	: R948 174 - R1 116 918. all-inclusive salary package per annum (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 (NQF 7) 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: research, 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 to provide support to the Outcomes Facilitator: Economy to the MTSF process. This entails Developing, reviewing and implementing sector specific planning of the MTSF and NDP and prepare first draft reports; Undertake and coordinate sector specific research and support the implementation of the Socio-economic Impact Assessment System. (SEIAS). Monitor, evaluate and conduct periodic reviews of sector specific performance, formulate intervention strategies and report accordingly and Provide technical advice and support to political principles and other governance structures and stakeholders. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate
- ENQUIRIES** : In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462
- POST 50/118** : **DIRECTOR: YOUTH LEGISLATION & POLICY REF NO 093/2017**  
Directorate: Youth Legislation & Policy
- SALARY** : R948 174 - R1 116 918. all-inclusive salary package per annum (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. Must possess a good understanding as well as experience of Youth Development, Policy development, Monitoring & Evaluation and report writing. Competencies / Skills: The ideal candidate should have the following skills: research, 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 to ensure the development and review of legislation, policies, strategies, frameworks and plans for youth development. This entails: Overseeing the developing and reviewing of the National Youth Policy (NYP) as well as supplementary Youth legislation, plans, policies, strategies and frameworks. The developing of generic norms and standards for youth development. Rendering of advice and support for the development of legislation, plans, policies, strategies and frameworks across government. Assessing of departmental plans on youth for quality and the ensuring of its alignment with the NDP/MTSF/NYP. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate
- ENQUIRIES** : In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462

## OTHER POSTS

- POST 50/119** : **SPECIALIST: YOUTH STAKEHOLDER ENGAGEMENT 094/2017**  
Directorate: Stakeholder Engagement
- SALARY** : R779 295. – R917 970. all-inclusive salary package per annum (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 National Diploma/Bachelor's Degree or Advanced Diploma or equivalent in Youth Development (NQF6) with at least 6 years' appropriate experience of which 3 years should be in facets of Youth Development and 3 years at ASD level. A good understanding of Youth Development and report writing skills. 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 to coordinate and facilitate youth development stakeholder engagement. This entails coordinating the inputs from various stakeholders and consolidate the country's report on youth development and liaising with international, national, provincial and local stakeholders, and facilitate engagement with the political principals. Assist and provide technical and advisory support services to the political principals on international and national platforms; Assist in and provide oversight of the NYDA and ensure transfer payment. Assist in facilitating partnership with other youth development entities and organisations and provide support on engagements with Parliament regarding youth matters. Monitoring/recommending of the Sub-Directorate's/Component's Unit's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and managing/supervising of effective and efficient Human Resources planning for the Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Directorate.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312 0462.
- POST 50/120** : **SPECIALIST: YOUTH LEGISLATION & POLICY 095/2017**  
Directorate: Stakeholder Engagement
- SALARY** : R779 295. – R917 970. all-inclusive salary package per annum (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 National Diploma/Bachelor's Degree or Advanced Diploma or equivalent in Youth Development (NQF6) with at least 6 years' appropriate experience of which 3 years should be in facets of Youth Development and 3 years at ASD level. A good understanding of Youth Development, Policy development, Monitoring & Evaluation and report writing skills. 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 to develop and review of the National Youth Policy and supplementary legislation frameworks and policies. This entails coordinating, facilitating and implementing the National Youth Policy and frameworks. Developing and implementing Norms and Standards to ensure implementation for youth development. Support and advice all stakeholders (departments, provinces, entities) in developing and reviewing sector specific youth policies and strategies; Monitor and evaluate the implementation of the National Youth Policy. Assess the departmental Youth Development Plans and ensure alignment with the NDP, MTSF and National Youth Policy. Monitoring/recommending of the Sub-Directorate's/Component's Unit's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and managing/supervising of effective and efficient Human Resources planning for the Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Directorate.

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

**POST 50/121** : **ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE (CASE LOGGING MANAGEMENT) REF 096/2017**

**SALARY CENTRE REQUIREMENTS** : R417 552. – R491 847. Per annum (Level 10) plus benefits  
: Pretoria  
: A relevant 3 year tertiary qualification (NQF6) with at least 5 years experience appropriate experience of which 3 years must be experience of working with all spheres of government 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. Must have a valid driver's license.

**DUTIES** : The successful candidate will be responsible for supporting the work of the case logging deputy-directorate in ensuring good quality logging of cases, ensuring good contract performance management and ensuring quality assurance of the quality of case logging and case resolution. This entails registering all correspondence cases directly onto the reporting platform; assigning each case a reference number and assigning the case to the appropriate department for resolution. Sending and acknowledgement of letter/sms/fax to each complainant including the reference number and the department that the case has been assigned to; conducting quality assurance reviews of a selected number of cases logged by the SITA call centre: this would involve listening to call centre recordings of citizens and checking if the calls were correctly recorded by call agents, checking if they were correctly assigned to the appropriate department for resolution. Producing quarterly quality assurance reports for the management regarding the quality of the case logging by the service provider, SITA; Conducting quality assurance reviews of selected CSI (satisfaction assessments) done by SITA and produce quarterly quality assurance reports on the findings. Identify areas that may require re-training of the call centre agents and ensure that the service provider, SITA, conducts the training to upgrade the skills and knowledge of the call agents. Support the Deputy Director (DD) in the monthly performance review meetings of the service provider.

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

<b><u>POST 50/122</u></b>	:	<b><u>ASSISTANT DIRECTOR: NETWORK/SERVER REF NO 097/2017</u></b> Directorate: ICT Infrastructure
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545. – R394 065. Per annum (Level 9) plus benefits Pretoria A relevant 3-year tertiary qualification in in Computer Science or Information Technology (NQF6) with a minimum of 5 years experience of which 3 years must be experience in providing network support, server support and backup administration The following skills will serve as an added advantage: Microsoft Certification, Cisco Networking certification and VMWare Training and/or Certification. 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.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for ensuring the smooth running of the ICT infrastructure throughout the department. This entails the provision of LAN and Desktop operations services; Maintenance and support of WAN connectivity environment and provision of Backup and Server administration and overall internal network security. Maintain High availability of systems (Networks & WAN) Administration and management of email servers and other IT systems and administrative management of the division as well as service providers including SLAs. Ensure backups are replicated to DR and tapes sent to off-site storage on daily basics.
<b><u>ENQUIRIES</u></b>	:	In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
<b><u>POST 50/123</u></b>	:	<b><u>SENIOR HR PRACTITIONER: OD, HR PLANNING, STRATEGY &amp; SYSTEMS REF NO 098/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R281 418 - R331 497. Per annum (Level 8) plus benefits Pretoria An appropriate 3 year degree/ National Diploma (NQF6) in Human Resource Management or Organisational Design / Work-study and a minimum of 3 years appropriate experience in the various disciplines of developing and maintenance of organisational structures (organograms), performing establishment control functions, Job Evaluation and OD/Work-study. Certification as JE Analyst and/or Organisational design is essential. Must have high level of computer literacy and sound knowledge of the Microsoft Office suite, Excellent organisational skills and good interpersonal relations, Excellent communication skills (written and verbal), Ability to maintain high level of confidentiality, Be able to work under pressure, must have knowledge of PSA and PSR and relevant legislation, Good knowledge of Vulindlela, EQUATE and PERSAL, Financial background and knowledge of PFMA, Treasury regulations and general government supply chain environment. Must be available to work irregular hours.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to provide effective and efficient Organisational Design / Work-study, Job Evaluation, establishment control and maintenance support through: Rendering administrative support in the coordination of organisational design (OD) and job evaluation (JE) processes in the department (when outsourced), design / review of Job Descriptions and maintain a database thereof. Conduct work-study investigations to ensure efficiency and effectiveness of work procedures, methods, systems, job designs and report on findings. Assist in the implementation of HR interventions which enable the organization to adapt rapidly to a changing environment. Monitor the Employment Equity plan for the department and compile monthly EE Statistics. Rendering support towards the implementation of the recommendations from MPAT outcomes, HR Plan and EE-report outcomes from custodian institutions. Rendering a Job Evaluation (JE) service and assist in preparations for Job Evaluation Panel Meetings. Render a secretariat service and draft minutes of JE Panel meetings and ensure JE Panel recommendations and approvals are implemented and filed for record purposes. Rendering advice on all aspects regarding the administration of JE within the Department. Assist in the control, maintenance and implementation



of the approved organisational structure and PERSAL establishment. Facilitate approvals for requests to create posts, Job Evaluation and structural changes. Assist in the capturing of applications (response handling) and conducting of interviews to fill vacant posts when required. In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.

**ENQUIRIES**

**POST 50/124**

**SENIOR HR PRACTITIONER: HRD REF NO 099/2017**

Sub-Directorate: HR Utility Development

**SALARY CENTRE REQUIREMENTS**

R281 418. – R331 497. Per annum (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 Development/ Public 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 Skills Development Act and other applicable prescripts.

**DUTIES**

The successful candidate will be responsible to coordinate and facilitate Human Resources Development processes within DPME. This entails administration of internal and external bursaries; Facilitate the Departmental and Compulsory Induction Programmes. Coordinate the internship and learnerships programmes. Assist to develop the workplace skills plan and the training reports. Create and update various databases and manual records. Assist with the secretariat duties of the Training Committee. Conduct and/or coordinate training courses and workshops. Provide advice to officials. Supervise and manage staff and other resources.

**ENQUIRIES**

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

**POST 50/125**

**SENIOR COMMUNICATION OFFICER REF NO 100/2017**

Directorate: Marketing and Communication

**SALARY CENTRE REQUIREMENTS**

R281 418. – R331 497. Per annum (Level 8) plus benefits  
Pretoria

An appropriate 3 year tertiary qualification (NQF6) or equivalent with at least 4 years' experience of which 2 years must be in Video production and Communication. Should possess the following knowledge and skills: Multimedia platforms, Script writing and Research and editing. 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. Knowledge and use of the following software Final cut pro, After Effects, Photoshop, Illustrator and 3D

**DUTIES**

The successful candidate will be responsible for providing multimedia and communication services. This entails the provisioning of videography and photography services; Editing and packaging of photo and video material; Distribution of video material; Filing and archiving of video of photographic material and production of video and photography products (corporate video's slide shows and documentaries) and operating speech prompter and autocue. Monitoring/recommending of the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and managing/supervising of effective and efficient Human Resources planning for the Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Directorate and ensuring of effective and

- efficient management/supervision of procurement, equipment and facilities within the Directorate.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462
- POST 50/126** : **SENIOR YOUTH DEVELOPMENT PRACTITIONER REF NO 101/2017**  
Directorate: Stakeholder Engagement
- SALARY** : R281 418. – R331 497. Per annum (Level 8) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification in Youth Development (NQF6) or equivalent with at least 4 years appropriate experience. Should possess the following knowledge and skills: Youth development, Research and analysis 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.
- DUTIES** : The successful candidate will be responsible for assisting in the coordination and facilitation of youth development stakeholder engagement. This entails Organise and mobilise youth stakeholder engagement processes; Provide secretarial and logistical support during stakeholder engagements and develop, maintain and manage a Youth Development Stakeholder Database. Compile Youth Customer Satisfaction Surveys and prepare reports and track youth development parliamentary enquiries and ensure response. Monitoring/recommending of the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning for the Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Directorate.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- POST 50/127** : **PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL REF NO 102/2017**  
DDG: Frontline and CBM
- SALARY** : R226 611. – R266 943. Per annum (Level 7) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF 06) or equivalent with at least 3 years appropriate experience of which 2 years in an administrative or secretarial environment. 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 effective secretarial and administrative support to the Deputy Director-General. This entails rendering of a secretarial/receptionist support service to the Head of the Unit; Provision of administrative support services to the Head of the Unit and provision of support to the Head of the Unit regarding meetings. Handle the procurement of standard items like stationary, refreshments etc. in line with the prescribed Supply Chain Procedures and Keeping abreast of Legislation/ Policies and Prescripts.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- POST 50/128** : **MESSENGER / DRIVER REF 103/2017**  
Sub-Directorate: Knowledge Management Support
- SALARY** : R127 851. – R150 606. (Level 4) per annum plus benefits

**CENTRE  
REQUIREMENTS**

: Pretoria  
: Grade 10 or equivalent qualification and 1 to 3 year's relevant experience. Valid code driver's licence (C1-Code10) and must have PDP. Computer literacy, planning and organising skills, Good verbal and communication skills and language proficiency. Time management skills, a sense of urgency, ability to maintain confidentiality, honesty and high level of accuracy.

**DUTIES**

: The successful candidate will be required to perform the following duties: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents); Do routine maintenance on the allocated vehicle and report defects timely; Complete all required and prescribed records and log books with regard to the vehicle and the goods handled; collect and deliver documentation and related items in the department; Copy and fax documents and assist in the registry. Perform any other relevant duties as assigned by the supervisor or designated person from time to time.

**ENQUIRIES**

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