

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), 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** : 16 February 2018 @ 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 05/47** : **DEPUTY DIRECTOR-GENERAL: NATIONAL PLANNING COORDINATION SERVICES REF NO: 002/2018**
- SALARY** : R1 370 973 - R1 544 406. all-inclusive salary package per annum (Salary Level 15). 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 NQF 8 Qualification. A Master's Degree NQF 9 will be an added advantage. A Minimum of 10 years' appropriate experience in the area of Planning Coordination of which 8 years must be at senior management (SMS) level. Competencies/Skills: Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and

knowledge management skills. 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 and have the ability to maintain high levels of confidentiality.

DUTIES : Reporting to the Director- General, the successful incumbent will be responsible for facilitating macro and transversal planning across government and planning functions in the Department. Facilitating of long-term planning and aligning of budget allocations to NDP priorities across government. Developing and implementing of planning frameworks and coordinating of alignment of strategic plans and annual performance plans to MTSF priorities. Conducting of socio-economic impact assessments of new and existing legislation and regulations to ensure alignment with the NDP and mitigation of unintended consequences. Ensuring the Branch's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. Ensuring effective and efficient Human Resources planning for the Branch. Ensuring effective and efficient business/operational and performance annual planning for the Branch. Ensuring effective and efficient management of procurement within the Branch. Ensuring sound corporate governance mechanisms for the Branch.

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

POST 05/48 : **CHIEF DIRECTOR: LEGISLATION REF NO: 003/2018**
NPC Secretariat

SALARY : R1 127 334 - 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 REQUIREMENTS : Pretoria
A LLB or B-Degree: Law or an Advanced Legal Diploma qualification (NQF7) with at least 10 years' experience in a Legislative and Policy Management environment 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. Competencies/Skills: The successful candidate will have demonstrated an in-depth knowledge of Legislative Drafting; Policy & Planning; International legal benchmarking and research. 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 and programme and project Management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications 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 manage, provide and coordinate legal advisory services to the National Planning Commission. This entails providing strategic legal advisory services, including legislative auditing, advising on legislative gaps and providing resolutions. Contemplate, prepare and promote new and amendments to planning legislation and reforms. Coordinate, draft, edit and revise on concept, sub-ordinary and overarching planning legislation. Manage and regulate the issuing of planning guidelines and directives, e.g. practice notes and conduct research and international benchmarking in terms of applicable legislation practices, instruments and systems. Monitoring/recommending of the NPC's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the NPC and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the unit.

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

<u>POST 05/49</u>	:	<u>CHIEF DIRECTOR: RESOURCE PLANNING (MANDATE PAPER ANALYST) REF NO: 004/2018</u> Chief Directorate: Resource Planning
<u>SALARY</u>	:	R1 127 334 - 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Honours Degree/Post Graduate Diploma in Public Finance, Macro Economics or related (NQF 8) with at least 10 years' experience in the areas of Public Finance and Macro Economics of which 5 years must be at Senior Managerial level. A relevant Master's degree qualification (NQF 9) and/or specialist training courses will be an added advantage. Competencies/Skills: The successful candidate will have demonstrated an in-depth knowledge of the NDP/MTS, Analytical skills, Strategic Planning processes, Budgetary Planning Frameworks and systems. 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 and programme and project 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.
<u>DUTIES</u>	:	The successful incumbent will be responsible to manage and ensure government resource budgetary allocations are aligned to set government programmes, plans and priorities. This entails developing the Annual Budget Prioritization Framework based on departmental budget proposals to guide budget proposals/allocations. Monitor and conduct impact assessments on the adherence to budgeted programmes and priorities. Develop and provide a Sustainability Model by conducting forecasting of future needs and resource allocation. Coordinate DPME's participation and provide technical support to the National MTEF Committee and Ministerial Committee on the budget. Conduct research and database management. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate as well as efficient management/supervision of staff, procurement, equipment and facilities within the Chief Directorate.
<u>ENQUIRIES</u>	:	In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462.
<u>POST 05/50</u>	:	<u>SENIOR SPECIALIST: BUDGET PRIORITIES REF NO: 005/2018</u> Chief Directorate: Resource Planning
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A relevant 3-year tertiary qualification in Public Finance/ Economics (NQF7) or equivalent with at least 8 years' experience in the areas of Strategic Financial Management / Macro Economics of which 5 years' must be 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 financial modelling and forecasting; budget assessment and performance monitoring as well as budget planning frameworks. Must possess 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 and programme and project 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 candidate will be responsible to provide technical and specialised advice with regard to resource planning and implementation of the Budget Prioritization Framework. This entails manage and implementing of the annual Budget Prioritization Framework (BPF) process, outcomes and revise accordingly. Developing and manage the Mandate Paper process and related document flow. Monitor and assess the implementation process and develop adherence reports. Provide technical and administrative support to key cluster events and conduct research with regard to modelling and other aspects of the BPF. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate as well as effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.
- ENQUIRIES** : In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462

OTHER POSTS

- POST 05/51** : **SPECIALIST: BUDGET PRIORITIES (2 POSTS) REF NO: 006/2018**
Chief Directorate: Resource Planning
- 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 REQUIREMENTS** : Pretoria
An appropriate National Diploma/Bachelor's Degree or Advanced Diploma in Public Finance or equivalent (NQF6) with at least 6 years' appropriate experience of which 3 years should be in facets of Public Financial Management / Macro Economic and 3 years at ASD level. A good understanding of Strategic Planning; Analysis; Research Methodology and Government Planning & Budgeting processes is essential. 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 as part of a team as well as functioning independently. Well-developed 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.
- DUTIES** : The successful candidate will be responsible to assist with the provisioning of technical support and advice with regard to resource planning and implementation of the Budget Prioritization Framework (BPF). This entails supporting annual assessment of the BPF processes by conducting analysis and provide technical input and support. Communicating, distributing and arranging processes linked to the Mandate Paper matters. Conduct research with regard to modelling and other aspects of the BPF. Provide technical and administrative support to key cluster events and analyse and assess the implementation process and develop adherence reports. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate as well as effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.

- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312 0462.
- POST 05/52** : **DEPUTY DIRECTOR: COORDINATION SYSTEMS REF NO 007/2018**
Directorate: FSD Systems
- 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 REQUIREMENTS** : Pretoria
An appropriate National Diploma/Bachelor's Degree (NQF 6) or equivalent with at least 6 years' appropriate experience of which 3 years should be experience in working at all spheres of government and 3 years at ASD level. A good understanding and experience in monitoring and evaluation, statistics, technology, science, knowledge management, programme design, project management and data management: The ideal candidate should have the following skills: planning, coordination, project management, technical skills, analytic skills and sound human relations. Should produce high quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be proactive and flexible. 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 demanding situations and the ability to maintain high levels of confidentiality and professionalism. 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 responsible for the implementation of effective monitoring, reporting and knowledge management systems and tools for the frontline service delivery monitoring programme. This entails developing update and maintaining tools and guidelines for the FSDM programme and provide analysis for reporting from the data collected. Develop, communicate and distribute the FSDM knowledge products and establish and manage stakeholder relations with key national departments, Offices of the premiers and provincial partners. Put in place systems for the effective and efficient implementation of the FSDM programme and research local and international policies, norms and standards to improve and sustain the relevance and the implementation of the FSDM programme. Develop and maintain a database for FSDM knowledge (questionnaires, facilities, policies, methodologies, reports etc.) and write national and provincial reports and present reports to the relevant stakeholders. Build capacity in government for the work of the chief directorate.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312 0462.
- POST 05/53** : **HR PRACTITIONER: HRD REF NO 008/2018**
Sub-Directorate: HR Utilisation and Development
- SALARY** : R226 611. – R266 943. per annum (level 7) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) or equivalent in HRD, HRM, Business Management, or Public Management with a minimum of 3 years appropriate experience of which 2 years must be in Human Resource Development. Short courses in the field of HRD will serve as an advantage. Must have applied knowledge of HRD legislation, policies and prescripts. Candidates should possess the following skills: Technical/ professional skills; ability to work independently and in a team, produce work of good quality, be flexible, reliable; have good verbal and written communication skills, good Interpersonal relationship skills, planning and execution skills; and good leadership skills. Ability to manage/control financial resources and supervise staff.
- 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 and manage other resources.

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

POST 05/54 : **SENIOR INTERNAL CONTROL CLERK REF NO 009/2018**

SALARY : R183 558. – R216 216. per annum (Salary level 6) plus benefits
CENTRE : Pretoria

REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) with 3 year relevant experience in Internal Control/SCM and or Finance of a Provincial or National Department. Competencies/Skills: The ideal candidate should have the following skills: Numeracy, Computer Literacy (MS Office suite), Knowledge of BAS, LOGIS and PERSAL systems, knowledge of the Public Finance Management Act and Treasury Regulations as well as interpret these policies. Good interpersonal relations. Personal attributes: Must be a self-motivated individual, flexible with ability to work on multiple projects simultaneously and have a sense of urgency and ability to identify and resolve problems in a timely manner

DUTIES : The successful candidate will be responsible to administer and perform internal control and operational services in the Department. This would involve: Supervise and assist with the recording of new invoices on the invoice tracking system. Ensure good document administration (filing) and follow ups on outstanding batches, safeguarding of S&T, Finance and SCM documents in the batch room. Ensure that all documents received are scanned and saved in the departmental server. Review compliance of BAS and LOGIS payments with policies and procedures (Both Finance & SCM) before filing them. Perform daily reconciliation of payments processed and documents received. Maintain batch control registers for all incoming and outgoing documents. Identify instances of losses, irregular and fruitless and wasteful expenditure and report to supervisor for further investigations. Assist with the provision of documents to internal control clients. Assist with verifying the completeness and accuracy of the contract register. Assist with verifying the accuracy and completeness of operating leases and finance leases payments and the related lease liabilities. Assist in the preparation of documentation for Loss Control Committee meetings. Supervision of staff and interns. Perform adhoc duties as requested by the supervisor.

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

POST 05/55 : **TEAM SECRETARY: RESOURCE PLANNING REF NO: 010/2018**
 : Chief Directorate: Resource Planning; Chief Directorate: Planning Alignment

SALARY : R183 558. – R216 216. per annum (Salary Level 6) plus benefits
CENTRE : Pretoria

REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with a minimum of 3 years' experience in secretarial, administration or related field in private or public sector. The ideal candidate should have good oral and written communication skills and be able to organize their work using tools like MS Office (MS Word, PowerPoint, Excel, Outlook and Internet) and office equipment. The candidate must have the following skills: Telephone etiquette; ability to understand policies; planning and organisational skills; good interpersonal and communication skills. Must have good written communication skills; knowledge of documents management, tracking and filing systems; ability to act with tact and discretion; high level of reliability and must be well groomed and presentable.

DUTIES : The successful candidate will be responsible for rendering a secretarial and clerical/administrative support service to the Chief Directorate. This entails performing the following duties: manage Head of the unit's diary, make travel and meeting arrangements for the unit, process travel and subsistence claims for the Chief Directorate, prepare and maintain appropriate filing systems, manage leave register, telephone accounts, etc. Provide support to the Head of the Unit regarding meetings, including inter alia, taking minutes and managing the correspondence (receiving and distribution). Record unit's

expenditure. Remain up to date with regard to prescripts/policies and procedures applicable to the Chief Directorate's work terrain to ensure efficient and effective support to the unit. Provide general support to visitors and act as the point of contact for internal and external clients and ensure Procurement of office supplies

ENQUIRIES

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