

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** : 23 March 2018 at 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 originally signed Z.83 accompanied by original 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 10/26** : **DIRECTOR: BUSINESS APPLICATIONS & KNOWLEDGE MANAGEMENT SUPPORT REF NO 013/2018**
Chief Directorate: ICT Services
- 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 degree in Information Technology or equivalent (NQF 7) with at least 8 years' relevant experience of which 5 years' at Middle Management (Deputy Director or equivalent) level; within the field of business/systems analysis and applications development. Extensive knowledge of system development

methodologies. A relevant post-graduate qualification (NQF8) and/or relevant specialist training courses will be an added advantage. Should have Strong ICT Project / Programme Management, Knowledge Management, Change Management, problem solving and analysis, analytical thinking, identify key business needs in conceptual phase and translate them into high level requirements and business cases. Extensive knowledge of enterprises architecture and planning, business processes management and financial management skills. Good interpersonal relations and written & verbal communication skills. 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 and support business applications, knowledge and document systems for the Department. This entails business requirements analysis, consulting with business stakeholders to ensure understanding of key business process for enablement by ICT, architect business solutions, ensure prioritisation of solutions based on benefits and business impact, contract management, developing, maintaining and supporting of business applications; developing and implementing of business intelligence tools and data warehousing; modelling and designing of databases and managing of metadata across all departmental databases. Monitoring/recommending of the Directorate's statutory responsibilities in terms of the PSA, PSR, PFMA, HR Prescripts, DPSA Directive are adhered to and managing/supervising of effective and efficient Human Resources planning. 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.

OTHER POSTS

POST 10/27 : **ASSISTANT DATA SPECIALIST REF NO 014/2018**
CD: Data Integration and Analysis

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

REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 5 years experience in the field of Statistics, Data Science, Econometrics or any other quantitative field. Training in a statistical analysis software package, such as SPSS, SAS or STATA. with understanding of data structures, strong knowledge of Ms Office Suite, especially Excel, advanced numerical, numerical, analytical, conceptual and problem solving, communication and interpersonal and ability to perform independently and in a team and under time pressure. 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

DUTIES : The successful candidate will be responsible to assist with the provisioning of quality, timely and verified data and analysis to support planning, monitoring and evaluation. This entails updating, maintaining and validating the PoA web based system to support 14 Sector Outcomes; Assist in collection, collation, analysis, interpretation and presentation of quantitative platforms and assist in research on data sources and quality standards for the Data Centre. Cleaning, restructuring of data and calculating of indicators and assist in the updating of development indicators on Excel and print version. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directive are adhered to and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient

- management/supervision of procurement, equipment and facilities within the Chief Directorate
- ENQUIRIES** : In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312-0462.
- POST 10/28** : **SENIOR DATA CLERK REF NO 015/2018**
CD: Data Integration and Analysis
- SALARY CENTRE REQUIREMENTS** : R183 558. – R216 216. per annum (Salary Level 6) plus benefits
Pretoria
A relevant tertiary qualification (NQF 7) or equivalent with minimum of 2 years relevant experience in the field of Statistics, Mathematics, Informatics, Information Technology or any other quantitative field. Training in a statistical analysis software package, such as SPSS, SAS or STATA. with understanding of data structures, strong knowledge of Ms Office Suite, especially Excel, advanced, numerical, analytical, conceptual and problem solving, communication and interpersonal skills and ability to perform independently and in a team and under pressure. Candidates should possess the following skills: Technical/ professional skills; ability to 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
- DUTIES** : The successful candidate will be responsible to assist with the provisioning of quality, timely and verified data and analysis to support planning, monitoring and evaluation. This entails maintaining and validating PoA web based system to support 14 Sector Outcome; Assist in collection, collation, analysis, interpretation and presentation of quantitative data; Retrieval of information from government and research institutions data platforms. Assist in research on data sources and quality standards for the data centre; Cleaning, restructuring of data and calculating of indicators and assist in drawing conclusions and in the updating of development indicators on Excel and print version.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- POST 10/29** : **SUPPLY CHAIN CLERK: LOGISTICS REF NO 016/2018**
Unit: Logistics and Contract Management
- SALARY CENTRE REQUIREMENTS** : R152 862. – R180 063. per annum (Salary Level 5) plus benefits
Pretoria
A Diploma (NQF 5) or equivalent with 2 years experience in Supply Chain Management. Courses in government Supply Chain Management will serve as an added advantage. Must have extensive knowledge and experience of LOGIS, good planning and report writing skills, high level of computer literacy. Must have organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality. Must be able to work under pressure and be able to interpret relevant policies.
- DUTIES** : The successful candidate will be responsible for providing logistics services to the department. This entails maintaining of the warehouse/ store: ensuring that warehouse information is continuously and correctly updated; Ensuring obsolete and redundant warehouse stock is identified and reported on regularly and accurately; Warehouse bin maintenance is provided and replenishing of warehouse stock when necessary. Issuing of stores: Issuing of stationary, printing and related consumables to management services as and when required. Receiving of goods: Capturing of requisitions; Barcoding of incoming assets/stock and stock verification conducted
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.