

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** : 03 April 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 11/60** : **SENIOR SPECIALIST: INTERVENTION SUPPORT REF NO 017/2018**
Chief Directorate: Intervention Support
- 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 in Programme or Project management or Public Sector Management and Administration (NQF7) or equivalent with at least 8 year's appropriate experience of which 5 years' at MMS (Deputy Director or equivalent) level. Competencies & Skills: Must possess a good understanding of government across the three spheres of government. Should have extensive experience in managing complex projects. 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, excellent stakeholder management and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) is 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. Drivers licence is essential. Ability to travel extensively locally and abroad for extended periods of time. Heightened sense of urgency and flexibility to work for long hours.

DUTIES : The successful candidate will be responsible to assist in the implementation of Operation Phakisa in government by transforming plans into concrete results through successful delivery. This entails assisting with designing monitoring system for the Operation Phakisa programme. Work with partner national departments to agree and scope new Operation Phakisa projects. Contribute to process improvements in project management by applying lessons learned to future projects. Develop and document an integrated project management plan for the projects to be undertaken. Plan, monitor and solve problems/ issues relating to the achievement of Lab Outputs. Work with departments to finalise 3 ft. plans and monitor and report on progress. Assist with interventions to address blockages to implementation and escalate to necessary executive level where required. Establish and maintain collaborative business relationships with relevant stakeholders in public and private sector. Develop working relationships with agencies/consultancies in relation to donor support. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring 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 on Tel No (012) 3120462.

OTHER POSTS

POST 11/61 : **DEPUTY DIRECTOR: SECURITY & FACILITIES REF NO: 018/2018**
Directorate: Facilities & Security

SALARY CENTRE REQUIREMENTS : R657 558 – R774 576. all-inclusive salary package per annum (Level 11)
: Pretoria
: A relevant 3 year tertiary qualification (NQF 06) or equivalent with at least 6 years experience in the various disciplines related to Security Service Administration including facilities management & OHS experience of which 3 years experience must be at a supervisory level. A relevant Bachelor's Degree/Advanced Diploma in Security Risk Management will serve as an added advantage. The ideal candidate should have the following knowledge and skills: Implementing & Monitoring of MISS; MPSS Document; SSA Vetting Policies & skills; liaison, negotiation and analytical skills. Must have strong knowledge of Ms Office Suite, especially Excel, advanced numerical, conceptual and problem solving, communication and interpersonal skills 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 for ensuring proper and effective provision of facilities; security and OHS services within the department. This entails managing, coordinating and monitoring the provisioning of a comprehensive security management service and facilitating the provisioning of facilities and work environment services. Manage, coordinate and facilitate Occupational Health and Safety (OHS) matters. Management of Security &

- Facilities contracts and manage, coordinate and facilitate human resource budget & risk management. processes. Monitoring/recommending of the Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives 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 11/62** : **ASSISTANT DIRECTOR: DATA CENTRE REF NO 020/2018**
CD: Data Integration and Analysis
- SALARY CENTRE REQUIREMENTS** : R417 552. – R491 847. Per annum (level 10) plus benefits
Pretoria
A Bachelor's Degree/Advanced Diploma (NQF 7) in Statistics, Information Technology or equivalent quantitative field. An Honour's Degree (NQF 8) will be an added advantage. Should have at least 5 years specialist experience working in a statistics/data unit or data centre. Competencies & Skills: Advanced computer and analytical skills using data integration, data analysis and data visualisation tools e.g. Microsoft power BI, data warehouse skills, BI solutions using multidimensional and tabular data models and online analytical processing (OLAP) cubes. Good programming skills. Understanding of data storage, retrieval and management, data policy and frameworks development, data processes and systems. Must have good project management skills. Personal Attributes: Must have the ability to perform independently and in a team and under 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 support the implementation of a DPME data centre and facilitate access to internal and external data to support Planning, Monitoring and Evaluation as per the NDP/MTSF. This entails sourcing, collation of data from ground monitoring, government departments and within DPME and format and integrate it for use in the data centre. Develop tools to visualise data and data mining in the data centre e.g creating dashboards for political heads. The development, implementation and promotion of data norms, standard and protocols for DPME and government departments/entities. Conduct research on products and trends for the enhancement of information systems in the data centre. Technical maintenance of the data centre working closely with IT. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives 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 in a supportive role.
- ENQUIRIES** : In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312-0462.
- POST 11/63** : **SENIOR SUPPLY CHAIN OFFICER: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 021/2017**
Unit: Logistics & Contract Management
- SALARY CENTRE REQUIREMENTS** : R281 418 - R331 497. per annum (Level 8) plus benefits
Pretoria
A 3-year tertiary qualification (NQF 6) in Logistics/Purchasing/ Supply Chain Management or equivalent with at least 4 years relevant experience of which 2 years must be in SCM and 2 years at supervisory level. Must have knowledge of SCM procedures and policies, LOGIS, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of

Microsoft Office suite applications is essential. Organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality and be able to work under pressure. A valid driver's license is a requirement.

DUTIES

: The successful candidate will be responsible to provide effective and efficient assets, fleet and mobile accounts management services to the Department. This entails provisioning of assets maintenance in the department: Repairs of assets ensured where necessary; Updating of asset register and the recording and barcoding of new assets ensured; Disposal of assets properly administrated; Asset verification accurately done annually and regular reporting on assets on time. Provisioning of fleet management services in the department: General maintenance of lease and departmental vehicles, as well as high level vehicles ensured; Up-keeping and general management of the entire fleet provided; Hiring of vehicles when needed (e.g. when ministerial vehicles are in for services) and regular reporting on financial matters/ implications regarding the fleet on time. The provisioning of mobile accounts management for the department: Proper maintenance of cell phone records ensured; Support provided with the process of payment of mobile accounts and monitoring of usage effectively administered and supervision of staff: The allocating and checking of work; The authorising of work (quality control and sign off); Formal disciplinary authority and performance Management and Development.

ENQUIRIES

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