ANNEXURE K

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: 09 April 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 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. Note: 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 12/62 : SENIOR EVALUATION SPECIALIST REF NO 022/2018
CD: Evaluation

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 : Pretoria

REQUIREMENTS : A relevant Master’s Degree qualification (NQF 9) or equivalent with at least 8 years’ relevant experience of which 5 years’ at MMS (Deputy Director or equivalent) level. A relevant PhD qualification (NQF10) and/or specialist training courses will be an added advantage. The successful candidate should have strong research background, practical experience of undertaking evaluations and be credible in the academic environment. Must be confident with qualitative research methodologies and ideally quantitative as well. Should be politically aware and able to operate successfully with high level staff in government, with a good understanding of government across the
three spheres (national, provincial and local). Must have understanding of results-based management with project / programme management and financial management skills. Good interpersonal relations and written & verbal communication skills, able to work effectively in and lead teams. A sound knowledge of Microsoft Office applications (especially Microsoft Word) 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 lead on certain sectors or types of national evaluations. This would involve working with DPMME and national departments to identify and take forward specific evaluation assignments (developing terms of reference, commissioning, overseeing the evaluation, reviewing evaluation documents, reviewing recommendations for follow-up, monitoring follow-up); Liaising with outcomes facilitators and specific departments to identify and take forward specific evaluations; Undertake certain evaluations and research assignments directly; Support specific provinces to produce provincial evaluation plans; Development of technical elements of the evaluation system; Providing methodological support to government around evaluation; Participating in a national Evaluation Technical Working Group. Conforming to the Chief Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Contributing to 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 J Mchunu, Tel No (012) 312-0462.

**POST 12/63**

**DIRECTOR: RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT NO 023/2018**

**Directorate: Risk, Anti-Corruption & Integrity Management**

**SALARY**

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.

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant 3-year tertiary qualification (NQF 7) in Risk Management, Auditing or Finance or equivalent with at least 8 years’ experience in Risk Management or Auditing or Integrity and Ethics 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. Must have the following knowledge and skills: Risk Management Standards & Methodology & King IV Report; Risk Software Systems; Integrity, Ethics and Vetting Management and PFMA & Public Sector Regulatory Framework. Competencies / Skills: The ideal candidate should have the following skills: research, planning, coordination and interpersonal skills and sound human relations. Should produce work of 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 diverse and multi-disciplinary teams.

**DUTIES**

The successful candidate will be responsible to manage, coordinate and provide risk, integrity and anti-corruption management services to the Department. This entails managing, facilitating and providing enterprise wide risk management services, including the conducting of investigations and reporting. Developing, managing, facilitating and implementing the Business Continuity Plan and developing, implementing and maintaining anti-corruption, ethics and integrity management strategies and systems. Provide technical and secretariat support services to audit and risk committees and manage and
administer the Financial Disclosure System and the gift register. 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.

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

OTHER POSTS

POST 12/64 : PMI DATA SPECIALIST REF NO 024/2018
Chief Directorate: Data Integration and Analysis

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 : Pretoria
REQUIREMENTS : A relevant postgraduate qualification with Mathematics, Statistics, Data Science, Econometrics or other quantitative field (NQF 8) with at least 5 years’ appropriate experience in data management and analysis. Masters or higher Degree will be added advantage. In-depth experience of the working of all spheres of government. Competencies / Skills: The ideal candidate should have the following skills: High level of data management and analysis. Should have advance skills in statistical software, with SPSS, Stata or any other data analysis package as an added advantage and advanced skills in Microsoft Office suite. Should have knowledge and an understanding of monitoring and evaluation in a public sector context. Personal Attributes: Should produce good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills. Be flexible and have the ability to work under pressure and the ability to maintain high levels of confidentiality.

DUTIES : The successful candidate will be responsible to establish, improve and maintain specific integrated data systems. This entails coordinating data needs and flows amongst role players and guide indicator specification. Obtain and direct the processing of integration and verify data received from governmental institutions and ensure access to the information thus generated. Maintain and update databases. Ensure database integrity and security. Data management, analysis and reporting. 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 of procurement, equipment and facilities within the Chief Directorate in supportive role.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel (012) 312 0462.

POST 12/65 : ACCOUNTING CLERK REF NO 025/2018
Unit: Salaries, Tax and S&T

SALARY : R152 862 – R180 063 per annum (Level 5) plus benefits

CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate with 1 year appropriate experience OR a relevant 3 year tertiary qualification (NQF 6) with no experience. Courses in government financial management will serve as an added advantage. Knowledge and experience of BAS and Persal will serve as an added advantage. Should have 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 financial administrative and operational services within the department. This entails:
Distribution of payrolls, checking and filing of certified payrolls, follow up on incorrect paypoint allocations and outstanding certified payrolls. Posting of all 3rd parties schedules. Registering and updating of tracking systems relating to salary / commissioner payments. Render financial accounting administrative duties, via maintaining a filling system for correspondence relating to HR and commissioner payments. Assisting with compiling and capturing of payments and journals relating to commissioner payments, salaries and S&T.

**ENQUIRIES**

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