

## 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](http://www.dpme.gov.za)
- CLOSING DATE** : 16 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 13/41** : **SENIOR SECTOR EXPERT: HUMAN SETTLEMENTS REF NO 026/2018**  
CD: Local Government & Human Settlements
- 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 3-year tertiary qualification (NQF 7) or equivalent in town and regional planning, development planning, social or economic sciences with at least 8 years' relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in the built environment sector including e.g. Human Settlements, Spatial Planning Frameworks and instruments and integrated development planning, infrastructure planning and implementation. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies / Skills: Must have knowledge and a good understanding of the following: Human Settlement and

housing policies and programmes and the financing thereof, the Build Environment & its Regulatory Frameworks; Government Monitoring & Evaluation, SEIAS, and Budgetary issues in the built environment and local government sphere, Competencies / Skills: The ideal candidate should have the following skills: problem solving and analysis, policy analysis and review, high level verbal communication and report writing skills, client orientated and customer focussed, project/ programme management, computer literacy, good interpersonal relations, ability to work under pressure; ability to work independently and in a team; 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. Must have a valid Driver's Licence and be prepared to travel frequently.

**DUTIES** : The successful candidate will be responsible to support the Outcomes Facilitator: Local Government and Human Settlements in the implementation of the MTSF and NDP. This entails monitoring the implementation of the MTSF and NDP in human settlements and performing monitoring and evaluation of departmental strategic plans and annual performance plans to ensure alignment with the MTSF and NDP. Conduct research and analyse cabinet memos and ensure logistics is in place. Do community profiling and prepare briefing notes for political principals and provide technical advice and support to political principles, NPC and other governance structures and bodies. 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 Ms J Mchunu, Tel No (012) 312-0462.

**POST 13/42** : **SENIOR SECTOR EXPERT: SAFETY & SECURITY REF NO 027/2018**  
CD: Safety, Security and International Relations

**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 (NQF 7) in the areas of Safety, Security, Political Science, Public Administration or equivalent with at least 8 years' relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in Strategic Safety & Security. 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, safety and security and related areas. Competencies / Skills: The ideal candidate should have the following skills: monitoring and evaluation, research, project management skills, planning, coordination, report writing and interpersonal skills and sound human relations. Should produce good quality of work, be reliable and have initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work within a 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. 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: Safety & Security to the MTSF & NDP processes. This entails developing, reviewing and implementing sector specific planning and of the MTSF and NDP and prepare first draft reports. Undertaking and

coordinating sector specific research and supporting the implementation of the Socio-economic Impact Assessment System (SEIAS). Monitoring, evaluating and conducting periodic reviews of sector specific performance, formulate intervention strategies and report accordingly and providing technical advice and support to political principles, parliamentary and other governance structures and stakeholders. 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 Ms J Mchunu, Tel No (012) 312-0462.

**POST 13/43** : **SENIOR SECTOR EXPERT: RURAL ECONOMY REF NO 028/2018**  
CD: Rural Economy & Environment

**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 (NQF 7) in the areas of Rural Development, Agriculture, Spatial Planning, Economic Development, Public Administration or equivalent with at least 8 years' relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in in Rural Development, Agriculture, Spatial Planning and/or Economic Development. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Must have the following knowledge and skills: Rural Development & Land Reform Strategies; Traditional Leadership System and Food Security Frameworks. Competencies / Skills: A good understanding of government policies and plans – social, economic, governance, rural economy 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 work of good quality, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with a 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. Must have a valid Driver's Licence and be prepared to travel frequently.

**DUTIES** : The successful candidate will be responsible to provide support and assistance with the development, coordination, facilitation with the monitoring of the implementation of Outcome 7 regarding the NDP and MTSF and develop intervention strategies and plans for rural economies. This entails developing, reviewing and implementing sector specific planning and of the MTSF and NDP, prepare first draft reports and coordinate the POA. Undertake and coordinate sector specific research and support the implementation 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 first draft technical advice and support to political principles and other governance structures and stakeholders. 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 Ms J Mchunu, Tel No (012) 312-0462.

#### **OTHER POSTS**

**POST 13/44** : **ASSISTANT SECTOR EXPERT: INFRASTRUCTURE REF NO 029/2018**  
CD: Infrastructure

**SALARY** : R417 552. – R491 847 per annum (Level 10) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A 3 year tertiary qualification (NQF 6) in Infrastructure or Build Environment with at least 5 years experience in the field of Infrastructure, Quantity Surveying or any build environment experience. Should have knowledge and skills of the following: Data analysis and Statistical analysis. Should have strong knowledge of Ms Office Suite, advanced Excel, advanced numerical, analytical, conceptual and problem solving skills, communication and interpersonal skills and 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 provide data management and technical support to the Outcomes Facilitator: Infrastructure. This entails collecting, analysing and managing data and supporting the implementation of the NDP and MTSF. Manage the infrastructure data base. Generate and prepare reports, tables and charts and ensure data integrity and integration. 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. The successful candidate will also be required to provide administrative support as well.

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

**POST 13/45** : **SENIOR COMMUNICATIONS OFFICER REF NO 030/2018**  
Directorate: Marketing and Communication  
This is a re-advertisement of the position that was advertised with a closing date of 29 December. Candidates who previously applied do not need to re-apply.

**SALARY** : R281 418. – R331 497 per annum (Level 8) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A 3 year tertiary qualification (NQF6) in the areas of Communications, Journalism, Marketing, Public Relations or equivalent with at least 4 years' experience of which 1 years must be in Video production and Communication, Multimedia. 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; Filling 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.