

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), 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)
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 20 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. 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 DPMSA. 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 14/10** : **CHIEF DIRECTOR: HUMAN RESOURCES & CORPORATE SERVICES REF NO: 029/2018**  
Branch: Corporate Services
- SALARY** : R1 127 334 - R1 347 879 all-inclusive salary package per annum (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** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Human Resource Management or related area, A post graduate qualification will be an added advantage, with at least 10 years' relevant experience of which 5 years' proven experience in a senior managerial position in

the Corporate Services environment, preferably in Public Service. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Experience in leading and managing transformation, change and diversity. 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** : As the Head of the Human Resource Management and Corporate Services Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management, Security and Auxiliary Services and Legal Services functions, to develop and implement a people strategy and implementation plan, to facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department, to build capacity through Human Resource Development and Performance Management. to maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players, to ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act, to facilitate processes for ensuring that the Department has adequate human resource capacity, to promote employee health and wellness in the department, to ensure a strategic HR planning and policy framework that supports the objectives of the department, to ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, travel, building maintenance office cleaning services), to ensure the provision of HR support services in line with business requirements and departmental strategy. To coordinate and manage the provision of Legal Services to the Department.

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

**POST 14/11** : **SENIOR SECTOR EXPERT: PUBLIC HEALTH REF NO: 030/2018**  
CD: Health

**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 3-year tertiary qualification (NQF 7) in the areas of Public Health, Health-Economics or Medicine or equivalent with at least 8 years' relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in Public Health or Medicine. 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 in the health and social protection sectors. Good knowledge and understanding of government's outcomes coordination system, cluster systems and inter-governmental relations 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 contribute to the development, monitoring and the periodic reviews of the NDP 2030 with a view to specifically strengthen and enhance the monitoring of public health care delivery to all South Africans as well as the performance of Public and Private Health Systems including NGO's. This entails developing and periodic reviewing progress with health-care delivery in the country, in keeping with the NDP 2030. Continuous monitoring and reporting to the executive on progress towards Sustainable Development Goals (SDGs). Tracking of progress with health service delivery across all health facilities. Supporting, monitoring and reporting on the functioning of the Implementation Forums and the implementation of the National Food and Nutrition Security Plan. Conduct periodic reviews on the alignment between national and provincial Strategic and Annual Performance Plans (APPs) of the health sector in line with the NDP 2030. Providing technical support for strengthening of the Public Health System; supporting of the conducting of evaluations in the Public Health Sector in conjunction with the relevant unit of DPME and supporting of the implementation of Operation Phakisa 2: Ideal Clinic Realisation and Maintenance Programme. Monitoring /recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts and 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 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 14/12** : **SENIOR EVALUATION SPECIALIST REF NO: 022/2018**  
CD: Evaluation  
This is a re-advertisement of the position that was advertised with a closing date of 09 April 2018. Candidates who have already applied do not need to re-apply.
- 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 3-year tertiary qualification (NQF 7) or equivalent with at least 8 years' relevant experience of which 5 years' must be at MMS (Deputy Director or equivalent) level. A relevant Post-Graduate qualification (NQF 8) 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 DPME 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

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#### OTHER POSTS

**POST 14/13** : **DEPUTY DIRECTOR: CALL LOGGING REF NO: 031/2018**  
Directorate: Presidential Hotline

**SALARY** : R779 295 – R917 970 all-inclusive salary package per annum (Level 12)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant 3 year tertiary qualification (NQF 6) of with at least 6 years' experience in the areas of Monitoring & Evaluation and/or Service Delivery Frameworks, Methodology and/or Innovation of which 3 years' experience must be at a supervisory level. A Bachelor's Degree/Advanced Diploma (NQF 7) in Social Science will serve as an added advantage. The ideal candidate should have strong client orientation and customer focus skills. Should have knowledge of implementation of Batho Pele Principles, Ms Office Suite, especially Excel, advanced numerical, conceptual, project management and problem solving skills. 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. Must have a valid Driver's Licence and be prepared to travel frequently.

**DUTIES** : The successful candidate will be responsible to manage, coordinate and facilitate the call logging process within the Presidential Hotline. This entails Managing, coordinating and maintaining an effective Call Logging System and assignment of complaints & queries as received by the Presidential Hotline. Managing, maintaining and monitoring the SITA linked operations to the Presidential Hotline to ensure Service Level Agreement adherence and compliance. Manage and oversee the seamless logging of new walk-in cases as well as new cases from other alternative streams. Coordinate and maintain the Call Logging data and information management system and provide regular (monthly & quarterly) reports with regard to Call Logging Management and the performance of the SITA SLA. 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

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**POST 14/14** : **ASSISTANT SPECIALIST: GRAPHICS DESIGN REF NO: 032/2018**  
Directorate: Marketing and Communications Services

**SALARY** : R334 545 - R394 065 per annum (Level 9) plus benefits.  
**CENTRE** : Pretoria

- REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF 6) or equivalent qualification in design and at least 5 years relevant experience. A Bachelor's Degree (NQF 7) will serve as an added advantage. Must have research and editing skills, creativity, attention to detail, initiative and practical problem solving skills. Disciplinary knowledge in Communication and Marketing, Well developed verbal and written communication skills (and presentation skills) and Strong analytical skills. High level of computer literacy and sound knowledge of the Microsoft Office Suite applicants. Additional: Must be proficient in the use of an apple Macintosh computer, Proficient in Adobe illustrator, Photoshop qualXpress an InDesign (web 3-D skills), Strong design skills and thorough knowledge of topography and printing, good organization skills. The ability to work under pressure and meet deadlines and must be able to multitask and manage priorities in a fast pace environment. Knowledge of media, advertising, public relation, media buying, marketing and branding. Must have a valid Driver's License and will be required to travel and available to work irregular hours and to travel to perform duties away from base.
- DUTIES** : The successful candidate will be responsible to create a wide variety of layouts, iconography, package designs, website designs, logos and illustrations. Incorporate design elements such as sound, colour, animation, typography and images. Use several image editing and digital animation software programs to create designs. This entails Design and layout of communication products for DPME. Provide support in the design and layout of Annual Report, Strategic Plan and other publications for the DPME. Ensure that all graphic design elements, pictures, diagrams, artwork, and symbols promote representivity and inclusivity, are gender-sensitive, and free of bias in terms of race, class, disability, culture, religion and geographical location. Plan and manage graphic design projects and process flows in consultation with the Director: Marketing and Communication. Provide advice for the design of special promotion materials such as brochures and posters for DPME programmes and corporate communication interventions. Provide advice and direction for printing and binding specifications. Assist with other technical and administrative duties as required. Support product development and improvements by creating designs, concepts, and sample layouts of products (including improved multimedia) based on the corporate identity and branding of the DPME. Apply creative solutions and special treatments (charts, graphs, diagrams) to organize and present information and data in an aesthetically pleasing manner.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- NOTE** : Applicants are required to submit a portfolio of their work together with the application