

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

The Office of The Premier in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Should be directed to The Recruitment Centre, Office of the Premier; Private Bag X0047, Bhisho, 5605. Hand deliver To Room 1043, First Floor, Office of the Premier Building, Independence Avenue, Bhisho
- FOR ATTENTION** : Mr M Mbangi
- CLOSING DATE** : 20 April 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

MANAGEMENT ECHELON

- POST 14/37** : **DEPUTY DIRECTOR-GENERAL: RESEARCH, POLICY, PERFORMANCE MONITORING AND EVALUATION: REF NO: OTP 01/03/2018**
- SALARY CENTRE REQUIREMENTS** : R1 370 973 – R1 544 406, all-inclusive package, per annum (Level 15)
: Head Office (Bhisho)
: An appropriate degree in Social Sciences, Rural Development, Development Studies and Economics or NQF 8. A Master's Degree will be an added advantage. A Minimum of 5 years' appropriate experience in the area of Policy Planning and or Implementation; Development, Research , Monitoring and Evaluation Coordination of which 8 years must be at senior management (SMS) level. Competencies/ Skills: Management skills including people management and empowerment. Programme/ Project, Policy, Research and Operations skills, including financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage service delivery interventions, Frontline Service Delivery, Presidential Hotline, Citizen-based Monitoring including multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and knowledge management and innovation skills. Good computer literacy skills. 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 have the ability to maintain high levels of confidentiality.
- DUTIES** : Reporting to the Director- General, the successful incumbent will be responsible: To lead the coordination of integrated evidence based policy, planning and research in the Province. To provide strategic leadership in ensuring monitoring and evaluation of Government Priorities. To facilitate intergovernmental relations, international relations, stakeholder engagement and manages strategic interventions. To oversee and ensure the transformatory programmes including

management of strategic intervention, empowerment, capacitation and social inclusion of children, youth, women, older persons and persons living with disabilities in the Province, including through strategic partnership. Facilitate macro and transversal planning across government and planning functions in the Department. Facilitating the implementation of the long-term planning and aligning of budget allocations to National Development Plan (NDP) including Provincial Development Plan (PDP). Understanding of the Government Program of Action (POA) and the related priorities across government. Developing and implementing of Integrated Planning Frameworks and Coordination of the research agenda towards evidence - based decision making. Alignment of strategic plans and annual performance plans to MTSF priorities and budgeting processes. Understanding of Monitoring and Reporting Frameworks including establishing credible data sets, baseline information, indicators, targets and key results areas for an Outcome- based Monitoring. Conducting of socio-economic impact assessments and evaluation of new and existing programmes/ projects to establish value for money and feasibility, Understanding of government legislation and regulations or other statutory in terms of the Public Finance Management Act (PFMA), Public Service Administration Act and Regulations including Labour Relations Act ensuring that all are adhered to. Ensuring effective and efficient Human Resources planning for the Branch. Ensuring effective and efficient business/operational and performance annual planning for the Branch. Ensuring effective and efficient performance management of staff, management of budget and procurement processes within the Branch. Ensuring sound corporate governance mechanisms for the Branch.

ENQUIRIES

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can be directed to Mr M Mbangi at 040-609 6290/6248