

## 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** : 04 May 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 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.

## OTHER POSTS

- POST 16/24** : **SENIOR PLANNING OFFICER REF NO: 033/2018**  
CD: Planning Alignment
- SALARY** : R281 418 – R331 497 per annum (Level 8) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification (NQF 06) or in Social Sciences, Economics, Finance or Public Management or equivalent with at least 5 years experience of which 2 years must be in an administrative functioning in a planning and/or development environment and 2 years at supervisory level. Must have Basic low level research skills, computer skills and analytical skills. Should possess the following 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 skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial

resources. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations.

**DUTIES** : The successful candidate will be responsible for providing support and coordination of the oversight of Short and Medium Term Planning, reporting and implementation programmes in government. This entails supporting in the assessment of the 1<sup>st</sup> and 2<sup>nd</sup> draft Medium Term Plans and reports and Coordinating engagements with departments (National, Provincial) & schedule 3A & 3C Public Entities. Coordinate capacity building for department's and 3A & 3C Public Entities w.r.t Medium Term Planning and Reporting; Support the coordination of Planning Forums and coordinate and liaise administrative, financial and logistical processes within the chief directorate.

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

**POST 16/25** : **PLANNING OFFICER REF NO: 034/2018**  
CD: Planning Alignment

**SALARY** : R226 611 – R266 943 per annum (Level 7) plus benefits  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF 06) or equivalent in Social Science, Economics, Finance or Public Administration with at least 3 years experience of which 2 years must be in Administrative functioning in a planning and/or developmental environment. Must have Basic research skills, computer skills and analytical skills. Should possess the following skills: 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 skills. Must have good Interpersonal relations, Planning and Execution skills. Ability to coordinate financial resources. Knowledge of public sector legislation such as, PFMA and Treasury Regulations and Public Service Act and Regulations.

**DUTIES** : The successful candidate will provide administrative support with the oversight of short and medium term planning, reporting and implementation programmes in government. This entails coordinating the submission of Medium Term Plans and reports; Assist with the coordination of engagements with departments (National, Provincial) and Schedule 3A & 3C Public Entities) and assist with logistical arrangements for capacity building for department's w.r.t. Medium Term Planning and Reporting. Assist with the coordination of Planning Forums and render services w.r.t S&T's, agenda, minutes and preparation for meetings & other engagements, venue bookings, filling and labour saving devices.

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