

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** : 11 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.

MANAGEMENT ECHELON

- POST 17/35** : **DEPUTY DIRECTOR-GENERAL: EVALUATION, EVIDENCE AND KNOWLEDGE SYSTEMS REF NO: 035/2018**
Branch: Evaluation, Evidence and Knowledge Systems
- SALARY** : R1 370 973 - R1 544 406 all-inclusive salary package per annum (Level 15). 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** : An NQF 8 Qualification in ICT Knowledge Management, Public Administration, Evaluation, Social Studies, Development studies; Economics or equivalent. A

Master's Degree (NQF 9) will be an added advantage. A Minimum of 8 years' appropriate experience at senior management (SMS) level in the areas of Evaluation or Knowledge Systems or Programme/Project Management impact assessment. Competencies/Skills: Management skills including people management and empowerment. Programme/ Project and financial including donor funds management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis, evaluation and knowledge management skills. Excellent computer 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 : Co-ordinate and support the generation, collation, access and timely use of quality evidence based research to support Planning, Monitoring & Evaluation in the Department and across government. Co-ordinating and support a national evaluation system that ensures the use of evidence from regular and quality evaluations of priority government policies, programmes and systems. Provide centralised research and knowledge management support to develop and maintain an evidence based research to inform planning, policy development, implementation monitoring and review. The provision of quality, timely and verified data and analysis of data to support planning, monitoring and evaluation. Managing on the Branch's statutory responsibilities in terms of the PSA, PFMA. Management of donor funds.
Mr N Nomlala, Tel No: (012) 312-0452

ENQUIRIES

POST 17/36 : **DEPUTY DIRECTOR-GENERAL: SECTOR MONITORING SERVICES REF NO 036/2018**
Branch: Sector Monitoring Services

SALARY : R1 370 973 - R1 544 406 all-inclusive salary package per annum (Level 15). 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
: An NQF 8 Qualification in Monitoring or Public Administration, or equivalent. A Master's Degree (NQF9) will be an added advantage. At least 8 years of experience at senior management level in the area of monitoring or programme/project management. Competencies/Skills: people, project, programme and financial management skills. Ability to provide strategic direction and to manage multiple projects. Excellent interpersonal, communication skills (written & verbal), problem solving and computer skills. In depth knowledge and understanding of government monitoring functions. 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 must have the ability to maintain high levels of confidentiality.

DUTIES : Manage, coordinate and facilitate monitoring and support with regard to the 14 Outcomes of the NDP 2010 through the Medium Term Strategic Framework (MTSF); coordinate and facilitate Socio-Economic Impact Assessment Systems (SEIAS); coordinate and facilitate the development and implementation of detailed intervention strategies, plans and support. Provide technical advice and support to political principals and other governance structures and bodies. Responsible for Branch's statutory responsibilities in terms of the Public Service Act and PFMA. Consolidate policy advice emerging from the monitoring work of DPME and make this available to the DG and Minister.

ENQUIRIES : Mr N Nomlala, Tel No: (012) 312-0452

<u>POST 17/37</u>	:	<u>DEPUTY DIRECTOR-GENERAL: NATIONAL PLANNING COORDINATION SERVICES REF NO: 037/2018</u>
<u>SALARY</u>	:	R1 370 973 - R1 544 406 all-inclusive salary package per annum (Level 15). 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate NQF 8 Qualification in Planning or Social Sciences or Economics or Development studies or equivalent. A Master's Degree (NQF 9) and or registration with a professional institute will be an added advantage. A Minimum of 8 years' appropriate experience in the area of Planning or Programme/Project management at senior management (SMS) level. Competencies/Skills: Management skills including people management and empowerment. Programme/Project management and financial management. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving, analysis, and knowledge management 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.
<u>DUTIES</u>	:	Facilitate macro and transversal planning functions across government and in the department. Facilitate long-term planning and aligning of budget allocations to achieve NDP priorities across government. Developing and implementing of planning frameworks and coordinating of alignment of strategic plans and annual performance plans to MTSF priorities. Ensuring the Branch's compliance to statutory responsibilities in terms of PFMA and PSA.
<u>ENQUIRIES</u>	:	Mr N Nomlala, Tel No: (012) 312-0452
<u>POST 17/38</u>	:	<u>CHIEF DIRECTOR: LEGISLATION REF NO: 038/2018</u> NPC Secretariat
<u>SALARY</u>	:	R1 127 334 - R1 347 879 all-inclusive salary package per annum (Salary 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A LLB or B-Degree: Law or an Advanced Legal Diploma qualification (NQF7) with at least 5 years' experience in a Legislative and Policy Management environment at Senior Managerial level. A relevant post-graduate qualification (NQF8) will be an added advantage. Competencies/Skills: The successful candidate will have demonstrated an in-depth knowledge of Legislative Drafting; Policy & Planning; International legislative framework and research. Must have demonstrated an in-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills and programme and project Management skills. Good interpersonal relations and written & verbal communication skills. Good computer 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 the ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	The successful incumbent will be responsible to manage, provide and coordinate legal advisory services to the National Planning Commission. This entails providing strategic legal advisory services, including legislative auditing, advising on legislative gaps and providing resolutions. Contemplate, prepare and promote new and amendments to planning legislation and

reforms. Coordinate, draft, edit and revise on concept, sub-ordinary and overarching planning legislation. Manage and regulate the issuing of planning guidelines and directives, e.g. practice notes and conduct research and international benchmarking in terms of applicable legislation practices, instruments and systems. Monitoring/recommending of the NPC's statutory responsibilities in terms of PFMA and PSA.

ENQUIRIES

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Mr N Nomlala, Tel No: (012) 312-0452.