

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
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 25 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 19/06** : **OUTCOMES FACILITATOR: INFRASTRUCTURE REF NO: 042/2018**
CD: Infrastructure
- 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** : A relevant qualification (NQF 7) as recognised by SAQA in Civil Engineering, Project Management, Infrastructure/Build Environment or equivalent. A post-graduate qualification (NQF level 8) will be an added advantage. Minimum of 10 years experience in Infrastructure Development and/or Build Environment with at least 5 years proven experience as a member of the SMS in the Public Service. Demonstrable public sector leadership acumen. Extensive knowledge and experience in Civil Engineering/Infrastructure Project Implementation; Understanding trends in infrastructure development. Deep understanding of key policy imperatives of government, including relevant

public sector governance prescripts. Thorough understanding of the National Development Plan (NDP). Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel on a regular basis. A valid driver's licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. 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.

DUTIES : The incumbent of the post will be responsible for developing, coordinating, facilitating and providing support with the monitoring of the implementation of Outcome 6 regarding the NDP and MTSF and develop intervention strategies and plans. This entails Managing, developing, reviewing and supporting detailed planning and implementation of the MTSF and NDP with regard to infrastructure development and managing and coordinate sector specific research. Develop and establish the implementation of the Socio-economic Impact Assessment System. (SEIAS). Monitor and evaluate the implementation of set priorities and targets and formulate intervention strategies and provide technical advice and support to political principles and other governance structures and bodies. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PFMA 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.

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

POST 19/07 : **CHIEF DIRECTOR: SECTOR PLANNING COORDINATION REF NO: 043/2018**
CD: Sector Planning Coordination

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 REQUIREMENTS : Pretoria
A relevant 3-year tertiary qualification (NQF 7) or equivalent in Social Science, Developmental Studies or related studies with at least 10 years experience in long and/or medium term planning and/or sector planning of which 5 years must be at Senior Managerial level. A relevant post-graduate qualification (NQF 8) will be an added advantage. The successful candidate will have demonstrated an in-depth understanding of the National Development Plan/Medium Term Strategic Framework; Strategic Planning & Annual Performance Planning Processes and budget planning frameworks and systems. Competencies / Skills: 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. 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** : The successful incumbent will be responsible for the coordination, facilitation, management and development of long and medium term national and sector plans and priorities. This entails conducting research on developmental aspects of sectors and development of the research agenda. The candidate must also be able to review existing priorities and commitments and assess the progress in the implementation of the short and medium term plans to inform successive plans. Manage, coordinate and collaborate with national, provincial & local government structures, agencies & other stakeholders for sectorial related initiatives. Develop sectorial roadmaps towards the achievement of long term goals and objectives. Assess inter-sectorial matters and develop appropriate strategies and policies for the convergence of plans. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA and PFMA. Managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and annual performance 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** : Mr N Nomlala, Tel No: (012) 312-0452
- POST 19/08** : **CHIEF DIRECTOR: STRATEGY AND COMMUNICATION SERVICES REF NO: 044/2018**
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** : Appropriate 3-year tertiary qualification (NQF 7) as recognised by SAQA in Communications, Strategic Management, Public Administration or equivalent with at least 10 years' experience in Strategic Management, Communications or Public Administration of which 5 years must be at Senior Managerial level. A relevant post-graduate qualification (NQF 8) will be an added advantage. Must have knowledge and skills of the Strategic Planning, Communication; Service Delivery Innovation, Improvement & Batho Pele Principles; Communication Frameworks & GCIS Protocols and Public Service HR & Corporate Policy Framework & Policies. Competencies / Skills: The successful candidate will 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. 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** : The successful incumbent will be responsible to manage, facilitate and coordinate the provisioning of strategic planning, monitoring & evaluation and communication support services. This entails managing, coordinating and facilitating the provisioning of strategic management, M&E and service delivery improvement services and Managing, coordinating and facilitating communication, marketing and stakeholder liaison services to the Director-General, executive and department. Provide executive, governance support and coordination services to the Director-General and the department and provide professional management and leadership in respect of the provision of the core functions and services assigned to the Chief Directorate with specific reference to the following: Strategic, Annual Performance and Operational planning, budgeting and alignment; Effective and efficient supervision, allocation, utilization, care and or development of all resources allocated to the unit; Effective performance management, reporting and communication on the unit; Implementation and monitoring of the unit's Annual Performance and Operational Plans and development and implementation of policies, projects, programmes and practices that facilitate effective and efficient performance by the unit. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA and PFMA 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 :

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

POST 19/09 :

SENIOR SECTOR EXPERT: INFRASTRUCTURE REF NO: 045/2018
CD: Infrastructure

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 Civil Engineering, Project Management, Infrastructure/ Built Environment or equivalent with at least 8 years' relevant experience of which 5 years' at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) will be an added advantage. Demonstrable public sector leadership acumen. Extensive knowledge and experience in Civil Engineering/Infrastructure Project Implementation; Understanding trends in infrastructure development. Deep understanding of key policy imperatives of government, including relevant public sector governance prescripts. Thorough understanding of the National Development Plan (NDP). Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA). Willingness to travel on a regular basis. A valid driver's licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. 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.

DUTIES :

The successful candidate will be responsible to support the Outcomes Facilitator: Infrastructure in the monitoring and implementation of the MTSF and NDP as well as the development of intervention strategies and plans. This entails Monitoring the implementation of the MTSF and NDP in local government and performing monitoring and evaluation on departmental strategic 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 principals and provide technical support to the National Planning Commission. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PFMA, 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 :

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

POST 19/10 : **HEAD OF THE OFFICE OF THE DIRECTOR-GENERAL REF NO: 046/2018**
Office of the Director-General

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
An appropriate 3-year tertiary qualification (NQF 7) as recognised by SAQA (Public Administration, Office Management, Business Management qualification will be advantageous) with at least 8 years' relevant experience of which five (5) years must be at MMS (Deputy Director or equivalent) level. Three (3) to five (5) years working experience in the office of an Executive Manager. A relevant post-graduate qualification (NQF8) will be an added advantage. Competencies / Skills: Strategic capacity and leadership; Programme and Project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity. Must have a valid Driver's Licence and be prepared to travel frequently.

DUTIES : To provide executive and strategic support to the Office of the Director General. Develop and sustain good working relationship with all internal and external stakeholders to ensure effective flow of information inside and outside of the Department. To lead and liaise with Offices of the Minister/Deputy Minister and Parliament to ensure that they are effective part of governance structures. To ensure effective support and management of the administrative functions in the Office of the Director General. Follow up on decision and assignments allocated to managers. Maintain delegation's registers related to the Public Service Act and Regulations, the PFMA and monitor compliance. Ensure effective day-to-day management of the Office including management human and financial resources in line with prescripts.

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

OTHER POSTS

POST 19/11 : **SPECIALIST: SOCIO ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS) REF NO: 047/2018**
Chief Directorate: SEIAS

SALARY : R779 295 – R917 970 all-inclusive salary package per annum (Level 12) 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 appropriate 3-year tertiary qualification (NQF 6) in the areas of Public Administration, Economics, M&E or equivalent with at least 6 years' appropriate experience of which 3 years should be in facets of social sector management, analysis and monitoring and 3 years at ASD level. Competencies / Skills: The ideal candidate should have the following skills: Project evaluation and monitoring and interpersonal skills and sound human relations. Should be research competent, should have policy analysis skills and have technical and infrastructural knowledge. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the 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.

DUTIES : The successful candidate will be responsible for providing guidance and support to all spheres of government in implementing the Socio-Economic Impact Assessment System (SEIAS). This entails facilitating of the implementation of SEIAS to national departments. Providing of support in the implementation of SEIAS to allocated provinces and municipalities as well as monitoring of improvement of policies, regulations & legislation. Development of frameworks to track post-approval of proposals (legislation, policies &

		regulations. Managing of the SEIA IT-System, documentation and internal relations. Management of Finances and Human Resources in the Unit(s). Ms J Mchunu Tel No: (012) 312-0462.
<u>ENQUIRIES</u>	:	
<u>POST 19/12</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION X2</u> CD: Planning Coordination Services (Ref No: 048/2018) CD: Corporate Services (Ref No: 049/2018)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 – R394 065 all-inclusive salary package per annum (Level 09) Pretoria A relevant 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management/Administration or equivalent with 5 years' appropriate experience of which 3 years must be in administrative environment and 2 years at supervisory level. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce good quality of work, be reliable, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Must have planning and execution skills, leadership skills, and the ability to delegate and empower subordinates. Should have management skills and good financial background and knowledge of PFMA, Public Service Act and general government environment.
<u>DUTIES</u>	:	The successful candidate will be responsible to coordinate the activities in the office of the DDG / Head of Component including providing administrative systems and office personnel support. This entails: Rendering general logistical and programme / project management support. Assist in managing multiple projects and responsible for all logistics planning related to travel and events. Analyse and implement operating systems and procedures within the office. Ensure smooth running of the Office. Perform administrative functions such as assisting in preparing quarterly performance reports and compiling minutes, and compiling annual programme budget requests. Provide management support in the office to ensure efficiency and effectiveness by rendering administrative, logistical, programme and project management support. Manage incoming and outgoing correspondence to ensure effective office procedures and flow of work. Oversee the implementation of policies, procedures and processes on Human Resources and Finance and give guidance / advice within the Unit. Liaise with internal and external stakeholders to ensure effective communication. Manage, monitor, analyse the office budget and provide monthly cash flow projections. Coordinate and consolidate the Branch quarterly and annual performance plans. Coordinate the preparation and secretariat support in all Branch/unit's meetings and also follow up on key decisions, agreements from the meetings and ensure timely implementation thereof. Draft required documentation, Scrutinise submission/reports forwarded to branch/unit Execute research, analyses of information, compile and collate documents for the Branch/unit head. Facilitate the procurement of goods and services.
<u>ENQUIRIES</u>	:	Ms J Mchunu, Tel No: (012) 312-0462
<u>POST 19/13</u>	:	<u>PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL X3</u> Branch: Evaluation, Evidence & Knowledge Systems ((Ref No: 050/2018) Branch: Planning Coordination Services (Ref No: 051/2018) Branch: Corporate Services (Ref No: 052/2018)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 – R266 943 per annum (Level 07) plus benefits Pretoria An appropriate 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management, Secretarial or equivalent with at least 5 years appropriate experience of which 3 years must be in an administrative or secretarial environment and 2 years at supervisory level. Experience in a busy executive office rendering personal assistant as secretarial support will serve as an added advantage. Should possess the following skills: Telephone etiquette, Knowledge of documents management, tracking and filing systems, 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 and good leadership skills. Ability to Manage/Control financial resources and supervise

- staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Public Service Act and Regulations.
- DUTIES** : The successful candidate will be responsible for rendering effective secretarial and administrative support to the Deputy Director-General. This entails rendering of a secretarial/receptionist support service to the Deputy Director-General; Provision of administrative support services to the Deputy Director-General and provision of support to the Deputy Director-General regarding meetings. Handle the procurement of standard items like stationary, refreshments etc. in line with the prescribed supply chain procedures and keeping abreast of Legislation/ Policies and Prescripts.
- ENQUIRIES** : Ms J Mchunu, Tel No: (012) 312-0462.
- POST 19/14** : **ADMINISTRATIVE OFFICER X2**
 CD: HR and Corporate Services (Ref No: 053/2018)
 CD: Strategy Communications (Ref No: 054/2018)
- SALARY CENTRE REQUIREMENTS** : R226 611 – R266 943 per annum (Level 07) plus benefits
 : Pretoria
 : A 3 year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 3 years appropriate experience of which 2 years must be in an administrative environment and 1 year at supervisory level. An NQF 7 qualification will serve as an advantage. 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 and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Public Service Act and Regulations.
- DUTIES** : The successful candidate will be responsible for rendering an effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP's and ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures.
- ENQUIRIES** : Ms J Mchunu, Tel No: (012) 312 0462.