

## 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** : 01 June 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 20/38** **SENIOR SECTOR EXPERT: PUBLIC SERVICE REF NO: 055/2018**  
CD: Outcomes Monitoring & Support
- 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) as recognised by SAQA in Public Administration, Business Administration 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 (NQF 8) will be an added advantage. Demonstrable public sector leadership acumen. Extensive knowledge and experience in project Implementation and understanding trends in public service. 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 coordinate, contribute and monitor the periodic reviews of sector performance of the Public Service Chapter of the NDP with a view to specifically strengthen and enhance the economic performance of Public Service. This entails developing and periodic reviewing of the Public Service Chapter of the NDP regarding a capacitated and professional public service; continuous monitoring and reporting to the executive on progress towards the Public Service chapter in the NDP and monitoring of the public sector's progress towards sustainable service delivery and building a capacitated state. Support the Outcomes Facilitator: Public Service in interacting with all role players in the Public Service sectors to contribute to the achievement of outcomes and to identify and overcome obstacles; Assist in the development of sector specific service delivery and value chain and evaluation systems and assist in analysing, evaluating and identifying sector specific service delivery shortcomings and render advice on remedial measures. 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

#### OTHER POSTS

**POST 20/39** : **ASSISTANT SPECIALIST: SECTOR PLANNING COORDINATION REF NO: 056/2018**  
CD: Sector Planning Coordination

**SALARY CENTRE REQUIREMENTS** : R417 552 – R491 847 per annum (Level 10) plus benefits  
: Pretoria  
: A 3 year tertiary qualification (NQF 7) in Social Sciences, Commerce, Economics or equivalent with at least 5 years experience in the field of strategic planning, public administration and/or public finances, budgeting frameworks. An Honours Degree/ Advanced Diploma (NQF 8) in Social Science, Economics or Commerce will serve as an added advantage. Should have knowledge of the NDP/MTSF; basic research methodologies and strategic, operational planning and budgeting frameworks. Should have strong knowledge of Ms Office Suite, advanced Excel, advanced numerical, data and analytical, conceptual and problem solving skills, communication and interpersonal skills and ability to perform independently and in a team and under 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.

**DUTIES** : The successful candidate will be responsible to provide support to oversight function with regard to long and medium term National and sector development plans and priorities. This entails assisting with the assessment and implementation of short and medium term plans to inform planning and assisting with the assessment of inter-sectorial matters and develop appropriate strategies, policies for convergence of plans. Liaising with national, provincial and local government structures, agencies

and stakeholders; assisting with the development of sectorial roadmaps towards the achievement of long term goals and objectives and conduct research on developmental aspects of sector and develop planning. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate in supporting capacity. 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  
Ms Jabulile Mchunu, Tel No: (012) 312-0462

**ENQUIRIES**

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**POST 20/40**

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**ADMINISTRATIVE OFFICER REF NO: 057/2018**  
NPC Admin Support

**SALARY**  
**CENTRE**

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R226 611 – R266 943 per annum (Level 07) plus benefits  
Pretoria

**REQUIREMENTS**

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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**

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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**

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Ms Jabulile Mchunu, Tel No: (012) 312-0462