

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** : 15 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 22/51** : **HEAD: EVALUATION REF NO: 059/2018**
CD: Evaluation
- 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 3 year tertiary qualification (NQF 7) as recognised by SAQA in the area of Evaluation, Public Administration or Research with at least 10 years appropriate experience of which 5 years must be at Senior Managerial level. A relevant Master's Degree (NQF 9) with research thesis. Should have undertaken a wide variety of evaluations of government programmes and policies. Familiar with

National Evaluation System. Must have knowledge of qualitative research methodologies and ideally familiar with quantitative methodologies. Good understanding of government across the three spheres; Competencies / Skills: strong research skills and understanding of research methodology, report writing project management and leadership 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). 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. A valid driver's licence is a requirement.

DUTIES : The successful incumbent will be responsible to conduct evaluations and support the National Evaluation System. This entails the management of the Evaluation Unit; Leadership of national evaluations and liaising with key national stakeholders around evaluations and its linkage to plans and budgets. Ensuring the development of a 3 year and annual national evaluation plans, and supporting rollout of provincial and departmental evaluation plans; Driving the National Evaluation System, coordinated with stakeholders through a national Evaluation Technical Working Group. Establishing an evaluation community of practice across government and appropriate learning and sharing across evaluation practitioners or managers in government. Commission or to support other government agencies to commission appropriate evaluations; Monitoring the undertaking of evaluations across government. Monitoring improvement plans of national evaluations. Monitoring/recommending of the unit's statutory responsibilities in terms of PSA, PFMA and DPSA prescripts. Managing/supervising of effective and efficient Human Resources planning for the unit. Ensuring of effective and efficient business/operational and annual performance planning for the unit and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the unit.

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

POST 22/52 : **SENIOR SPECIALIST: PR & COMMUNICATIONS REF NO: 060/2018**
Directorate: Marketing & Communications

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) in Communications and Marketing or equivalent with at least 8 years' relevant experience in communications, marketing and stakeholder management of which 5 years' at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) will be an added advantage. Must have In-depth knowledge of Government Communication processes and policies; Extensive knowledge about the dynamics of South African media; In-depth knowledge of government protocol processes and knowledge of development and implementation of strategies. 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 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 liaise at high level in government.

DUTIES

Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme 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.

- : The successful candidate will be responsible to ensure effective communication between the department and the media and creating awareness of the department's key objectives and activities. This entails managing the development and implementation of the Departmental communication and PR strategy aligned to the Departments strategic objectives and lead and oversee the implementation of the communication strategy. Undertake research on latest developments in the marketing and communications fraternity. Manage the development and implementation of the communication business plan; Effective management of flow of information between the, Department and its internal and external stakeholders and develop, implement and monitor internal and external communication processes. Manage the compilation and writing of newsletters, website, posters, speeches, magazines and memoranda; Manage the production of internal and external communication tools; Manage the coordination of printing and publishing of internal and external publications and manage the development and implementation of language policy and promote easy access to public information. Management of the Department's branding and image building initiatives; Provide technical marketing and communication support to the Minister; Provide Parliamentary and media services. Ensure that Departments branding and promotional tools are displayed at every function the department is participating; Manage Department's branding and imaging hub; Oversee the undertaking of surveys and research to analyse the departments public image and reputation; Facilitate the updating and maintenance of information on department's website. Manage the production of marketing and public relations written and visual communication material; Manage the compilation of departments corporate calendar; Manage the procurement of Marketing and Communications operational needs and develop and manage Service Level Agreements with service providers.
- ENQUIRIES** : Mr N Nomlala, Tel No: (012) 312-0452

OTHER POSTS

POST 22/53

- : **ASSISTANT DIRECTOR: RESEARCH COORDINATION REF NO: 061/2018**
NPC Admin Support

**SALARY
CENTRE
REQUIREMENTS**

- : R334 545 – R394 065 per annum (Level 09) plus benefits
: Pretoria
: A 3-year degree/National Diploma (NQF 6) in a research environment/field with 6 years' appropriate experience of which 3 years must be in a Research environment. An under graduate qualification (NQF 7) would be an advantage. Competencies / Skills: research methodology, report writing and analytical skills. Computer literacy, excellent oral and written communication skills, research skills, knowledge management skills, project management skills, presentation skills, ability to maintain a high level of confidentiality, knowledge of government planning processes, the National Development Plan and outcome-based monitoring. Personal attributes: Must have organizational and planning skills, flexible with ability to work on multiple projects simultaneously and have a sense of urgency and ability to identify and resolve problems in a timely manner.

DUTIES

- : The successful candidate will be responsible to assist in the coordinating of centralised research to develop and maintain an evidence base to inform planning, policy development, implementation monitoring and review. This entails providing of support in the research coordination process on planning, policy development, implementing monitoring and review and assisting with convening and coordinating of platforms on which matters of planning, policy development, implementing monitoring and review are discussed. Assisting with development of DPME research policies, strategies and systems, including protocols and standards and assisting with the coordinating of the DPME research agenda and assist with the coordinating of commissioning of strategic research assignments limited to planning.

ENQUIRIES : Ms J Mchunu, Tel No: (012) 312 0462

POST 22/54 : **ASSISTANT DIRECTOR: FACILITIES & WORK ENVIRONMENT REF NO: 062/2018**
Sub-Directorate: Security and Facilities

SALARY CENTRE REQUIREMENTS : R334 545 - R394 065 per annum (Level 09) plus benefits
: Pretoria
: A 3 year tertiary qualification (NQF 6) in the areas of Facilities Management, Occupational Health and Safety or equivalent with a minimum 5 years' relevant experience of which 3 years must be in Facilities Management and 2 years at a supervisory level. A NQF 7 qualification will serve as an added advantage. The successful candidate should have the ability to demonstrate the sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce quality of work, be reliable and take initiative. Must have good written and verbal communication skills, be flexible and able to work with a team. Planning and execution, leadership skills and ability to delegate and empower sub-ordinates. Supervision of staff and ability to control financial resources.

DUTIES : The successful candidate will be responsible for providing facilities and work environment management services, including occupational health and safety services: Develop and implement Safety Health Environment Risks Quality (SHERQ) programmes. Compile and submit quarterly SHERQ reports. Ensure compliance with OHS Regulations. Develop an OHS strategy and facilitate the implementation thereof. Establish OHS committees, appoint committee members and ensure the members receive the required training. Ensure that safety boxes/supplies are available and constantly refilled with consumables. Develop an emergency plan and ensure the plan is well-communicated. Ensure effective and efficient, refreshment, reception and cleaning services.

ENQUIRIES Ms J Mchunu Tel No: 012 312 0462.