

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. Website: www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 22 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.

OTHER POSTS

- POST 23/14** : **OUTCOME ASSISTANT REF NO: 063/2018**
Outcome: Economy
- SALARY** : R417 552 – R491 847 per annum (Level 10) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 year tertiary qualification (NQF 6) in the area of Economics, Public Administration or applicable with at least 5 years appropriate experience as an economist (M&E experience preferable) or related fields and 2 years at supervisory level. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). 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 the Outcomes Facilitator: Economy to the MTSF process. This entails supporting the developing, reviewing and implementing of sector specific planning of the MTSF and NDP and prepare first draft reports; Provide support in undertaking and coordinating of sector specific research and support the implementation of the Socio-economic Impact Assessment System. (SEIAS). Provide support in the monitoring, evaluation and conducting of periodic reviews of sector specific performance. Assist in formulating intervention strategies and report accordingly and provide technical advice and support to governance structures and stakeholders. Render administrative support to the Outcomes Team in the execution of their duties. Support and form part of Presidential and Executive M&E interventions teams, undertaken by the Special Projects. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.
- ENQUIRIES** : Ms J Mchunu, Tel No: (012) 312-0462
- POST 23/15** : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS EMPLOYEE HEALTH & WELLNESS AND HR SPECIALIZED SERVICES REF NO: 064/2018**
Sub-Directorate: Labour Relations EHW & Specialised Services
- SALARY CENTRE REQUIREMENTS** : R281 418 – R331 497 per annum (Level 08) plus benefits
: Pretoria
: A 3 year tertiary qualification (NQF 06) in Labour Relations/Human Resources Management/Development or equivalent with at least 5 years experience of which 3 years must be in Labour Relations/Employee Health and Wellness and 2 years at supervisory level. Must have Investigation, report writing, motivational, negotiation and advisory 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 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. Drivers licence is a requirement.
- DUTIES** : The successful candidate will be responsible to render Labour Relations and Employee Health and Wellness services and HR Specialised Services. This entails Assisting in Developing or revising and facilitating the approval of LR and Employee Health and Wellness policies; Assisting in drafting policies, consulting employees and labour representatives and sensitizing employees about new policies – put on intranet, and conduct workshops. Advise managers and employees about LR and EHW prescripts and implement them; Handle grievances, acknowledge receipt of grievances and open and close files for grievances; Investigate or facilitate the appointment of investigation officers and assist in compiling and submitting investigation reports to the Executive Authority for approval. Notify the aggrieved parties about the outcome of the investigation; Refer grievances to the OPSC, and make a follow-up; Capture the grievances to the internal grievance statistics template and Persal and ensure adherence to the prescribed grievance time frames. Facilitation of misconduct cases as per disciplinary Code and Procedures; Facilitate collective Bargaining in the Department and promotion of Gender Mainstreaming within the Department.
- ENQUIRIES** : Ms J Mchunu, Tel No: (012) 312-0462.