

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** : 06 July 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 25/33** : **SECTOR EXPERT: PUBLIC SERVICE REF NO: 065/2018**
Outcome: Public Service
- 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** : Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 6) in Public Administration, Public Finance, Human Resources Management and/or Social Sciences with at least 6 years experience of which 3 years should be in Public Administration, HR Management or Public Finances and 3 years at ASD level. An NQF 7 qualification

or specialised training/courses will serve as an added advantage. Competencies / Skills: The ideal candidate should have research capabilities; monitoring & evaluation in the Public Sector; Stakeholder engagement & capacity development and data analysis skills. 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 to provide technical support to the Outcomes Facilitator: Public Service in the implementation of the MTSF and NDP. This entails reviewing and implementing public service sector plans of the MTSF and NDP and preparing first draft public service reports; Assess trends and developments in the identified sectors and report accordingly and undertake and coordinate public service specific research. Monitor, evaluate and conduct periodic reviews of public sector performance, formulate intervention strategies and report accordingly and develop and prepare first draft documents, briefing notes and input for political principles and parliament's structures & committees. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts 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 25/34 : **SECTOR EXPERT: ECONOMY REF NO: 066/2018**
Outcome: Economy

SALARY CENTRE REQUIREMENTS : R779 295 – R917 970 all-inclusive salary package per annum (Level 12)
: Pretoria
: A relevant 3 year tertiary qualification (NQF 6) in the area of Economics, Public Administration or applicable with at least 6 years appropriate experience in the economic sector (M&E experience preferable) or related fields of which 3 years must be at an ASD level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. 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 assisting with developing, reviewing and implementing sector specific planning of the MTSF and NDP and prepare first draft reports; Undertake and coordinate sector specific research and support the implementation of the Socio-economic Impact Assessment System (SEIAS). Provide support in monitoring, evaluating and conducting periodic reviews of sector specific performance, formulate intervention strategies and report accordingly. Assist in 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 25/35 : **ASSISTANT DATA SPECIALIST REF NO: 067/2018**
CD: Data Integration and Analysis

SALARY : R417 552 – R491 847 per annum (Level 10) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 5 years experience in the field of Statistics, Data Science, Econometrics or any other quantitative field. Training in a statistical analysis software package, such as SPSS, SAS or STATA. with understanding of data structures, strong knowledge of Ms Office Suite, especially Excel, advanced numerical, numerical, analytical, conceptual and problem solving, communication and interpersonal and ability to perform independently and in a team and under time 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 assist with the provisioning of quality, timely and verified data and analysis to support planning, monitoring and evaluation. This entails updating, maintaining and validating the PoA web based system to support 14 Sector Outcomes; Assist in collection, collation, analysis, interpretation and presentation of quantitative platforms and assist in research on data sources and quality standards for the Data Centre. Cleaning, restructuring of data and calculating of indicators and assist in the updating of development indicators on Excel and print version. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directive are adhered to 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 : Ms Jabulile Mchunu, Tel No: (012) 312-0462.