

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** : 13 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.

MANAGEMENT ECHELON

- POST 26/75** : **SENIOR SECTOR EXPERT: NATIONAL PLANNING REF NO: 068/2018**
NPC Secretariat
- 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 relevant 3-year tertiary qualification in Development Planning and/or Town and Regional Planning (NQF 7) and/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) and/or specialist training courses will be an added advantage. Competencies/Skills: A good understanding of government policies and planning landscape, spatial, social, economic, governance, environment and related areas. The ideal candidate should have the following skills: strong analytical and writing skills; planning,

coordination, stakeholder management and sound interpersonal skills. Should produce good quality of work, be reliable and take initiative. Should have good communication skills, be flexible and have the ability to work in teams. Planning, execution and leadership skills; and 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, ability to work with diversity and multi-disciplinary teams. Must have a valid driver's licence and be prepared to travel frequently.

DUTIES

: The successful candidate will be responsible for providing technical support to National Planning Commission, coordinating, facilitating and convening of different stakeholder engagements and leading processes of drafting plans in different areas and sectors. This entails planning and organizing programs and activities as well as carry out important operational duties, related to planning and policy relevant-research. Maintain budget and track expenditures/transactions. Build positive relations within the team and external parties and schedule and organize meetings/events and develop agenda for NPC work engagement. Ensure technology is used correctly for all operations; Prepare required documents and reports; draft policy briefs, conceptual frameworks as well as project briefs with regard to NPC work programme, and keep updated records. Engage government officials and other partners in the planning, implementation and development of programme(s)/project(s).

ENQUIRIES

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