

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** : 17 August 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 31/44** : **DIRECTOR: YOUTH LEGISLATION & POLICY REF NO: 069/2018**
Directorate: Youth Legislation & Policy
- 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 Youth Development 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. Must possess a good understanding as well as experience of Youth Development, Policy development, Monitoring & Evaluation and report writing. Competencies / Skills: The ideal candidate should have the following skills: research, planning, coordination and interpersonal skills and sound human relations. 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 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 to ensure the development and review of legislation, policies, strategies, frameworks and plans for youth development. This entails: Overseeing the developing and reviewing of the National Youth Policy (NYP) as well as supplementary Youth legislation, plans, policies, strategies and frameworks. The developing of generic norms and standards for youth development. Rendering of advice and support for the development of legislation, plans, policies, strategies and frameworks across government. Assessing of departmental plans on youth for quality and the ensuring of its alignment with the NDP/MTSF/NYP. Monitoring/recommending of the Directorate's statutory responsibilities in terms of PSA, PFMA and DPSA prescripts. Managing/supervising of effective and efficient Human Resources planning for the Directorate. Ensuring of effective and efficient business/operational and annual performance planning for the Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Directorate.

ENQUIRIES

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