

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** : 14 September 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 35/50** : **TOWN AND REGIONAL PLANNER REF NO: 074/2018**
(Fixed Term Contract Ending 31 March 2019)
Chief-Directorate: Spatial Planning
- SALARY** : R585 366 – R630 597 all-inclusive salary package per annum based on OSD
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised Bachelor's Degree (NQF 7) in Urban Town and Regional Planning with a minimum of 3 years' experience in Human Settlements /Town and Regional Planning, Infrastructure delivery, Build Environment or related field. A Master's Degree will serve as an added advantage. Must be registered with the South African Council for Planners as a Professional Planners.; Knowledge of: Town and Regional Planning Principles and methodologies; Research and development methodologies; Town and Regional Planning legal compliance. Competencies /

Skills: Must have Programme and project planning and management 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. Leadership qualities. 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. The incumbent must be able to exercise professional judgement.

DUTIES : The successful candidate will be responsible to support the development and management of the Spatial Planning System and administer relevant legislation. This entails Developing and managing the National Spatial Development Policy and the National Spatial Development Framework and ensure integration of Spatial Planning Policy with government Planning Systems and processes. Develop norms, standards and guidelines for spatial planning and land use management and Coordinate, monitor and evaluate the implementation of National Spatial Development Policy and related legislation. Provide technical Support for decision making at CD level and conduct research.

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

POST 35/51 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 073/2018**
Directorate: Legal Services

SALARY CENTRE REQUIREMENTS : R448 269 - R1 084 437 all-inclusive salary package per annum based on OSD Pretoria

: An LLB Degree (NQF 8) or equivalent with a Minimum of 8 years legal practical experience. Admission as an attorney or advocate will serve as an added advantage. Competencies & Skills: Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Procurement 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.

DUTIES : The successful incumbent will be responsible for providing legal advice within the Department and render legal support on all correspondences with legal implications. This entails providing sound legal advice and litigation support to the Department. Preparing of legal opinions, drafting of contracts and the providing of general legal advice to the Principals and components in the DPME. Executing of all administrative legal actions to ensure compliance. Managing of litigation matters. Drafting and amending of legal instruments. Monitoring of legal compliance with national, international and continental instruments and providing of advice on the drafting and monitoring of service level agreements. 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