

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** : 28 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 POST

- POST 37/49** : **OUTCOME ASSISTANT REF NO: 078/2018**
Contract ending 31 March 2019
Outcome: Education & Skills
- SALARY** : R444 693 – R523 818 per annum (level 10) plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification (NQF 6) in the area of Public Administration, Education and skills, M&E or equivalent with at least 5 years appropriate experience of which 3 years must be in M&E and 2 years in the area of Education. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). Competencies / 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. 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 in providing administrative and technical support on outcomes planning monitoring and evaluation improvement initiatives. This entails supporting the outcomes team in the planning, development and review of the MTSF chapter on the outcome. Provide support in conducting quantitative and qualitative outcomes research and policy analysis focused on monitoring performance and evaluation of outcome 1 and 5. Provide improved and accurate range of evidence and data for effective monitoring and assessing of sector department performance. Support on-site investigation and verification where required and report accordingly, then compile detailed reports and presentations for evidence. 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. Contribute towards the compilation of monthly outcomes reports. Provide continuous interaction with outcomes relevant departments and entities initiatives. Support the Outcomes Team in advocating for timely use of monitoring and evaluation information to drive service delivery.

ENQUIRIES

: Ms Jabulile Mchunu, Tel No: (012) 312-0462