

## 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](http://www.dpme.gov.za)
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 05 October 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 38/51** : **DEPUTY DIRECTOR: PROGRAMME ADMINISTRATION REF NO: 079/2018**  
Chief Directorate: Evaluation
- SALARY** : R826 053 – R973 047 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 the area of Public Administration, Office Management, Programme/Project Management or equivalent with at least 6 years experience of which 3 years should be in a programme/project administration environment and 3 years at ASD/junior management level. An NQF 7 qualification or specialised training/courses will

serve as an added advantage. Competencies / Skills: should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, be flexible and have the ability to work with the team. Should have Programme/Project management skills, 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 manage administrative functions of the unit, supporting the Head. This entails developing admin systems, supervising, coordinating and monitoring executive and administrative support in the Evaluation and Research Unit; Developing the filing system for the Unit and the registry files and ensure that these are maintained, and match the electronic filing system and manage the evaluation and research panels, including maintaining contact details, new calls, tracking those bidding/succeeding. Maintain a contracts file, and ensure that all contracts are correct and updated; Organising the unit's monthly and quarterly meetings and Liaise with various stakeholders interacting with the department. Write minutes, letters, memos and reports as needed; Deal with high level queries on behalf of the Head via email, phone or general correspondence; Provide secretariat services to management meetings and manage the procurement of all office supplies, equipment and furniture. Undertake financial management for the Unit, including drafting the budget for the unit and monitoring on a monthly basis; Coordinate the development of the unit's annual operational plan and drafting monthly cash flows and updating with unit's staff. Managing the on-going quality assessment of national and provincial evaluations and managing major events for the unit. Develop and manage an evaluation tracking system, building on the current Excel system, producing weekly updates on evaluation status; Maintain a tracking system for donor support to DPME, supporting the CFO and Manage the admin staff in the unit, who report on their technical work to specific technical staff, allocating specific admin responsibilities to each;

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

**POST 38/52** : **ASSISTANT DIRECTOR: DATABASE DEVELOPER REF NO: 080/2018**  
Directorate: Business Applications and KM Support

**SALARY CENTRE** : R356 289 – R419 679 per annum plus benefits (Level 09)  
: Pretoria

**REQUIREMENTS** : A 3 year tertiary qualification (NQF 6) in Information Technology/or equivalent qualification with a At least 5 years experience in ICT sector of which 3 years of experience must be in Data Warehousing, Database Management Systems, Document Management Systems and Information Management. The ideal candidate must have good understanding of data types, data modelling and transformation of data using various ETL Tools; SharePoint customisation and administration. Scripting in SQL server and Excel environments; technical skills and knowledge of developing Business Intelligence reports as well as knowledge codification. High level of Computer Literacy. Competencies / Skills: 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. 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 assist and support the implementation of data warehousing, knowledge, records and document management systems. This entails assisting the Senior Database Developer with the modification of existing databases and database management systems; Designing and implementing databases and performing the Extraction, Transformation and Loading of data between various databases to a data

warehouse environment. Testing of databases and other applications developed in the department; Optimising data extraction for fast application performance; Providing support to users with regards to the Electronic Documents Management System (ERDMS) and implementing security measures to safeguard information / records and documents in computer files against accidental or unauthorised damage, modification or disclosure. Continuously update the departmental website. Creation of collaboration and communication tools such as intranet sites/ websites, portals and Wikis to facilitate knowledge management among internal teams and external partners. The candidate will also be expected to perform administration of the SM SQL Server and SharePoint environments including backup and restores; Providing professional support to help desk logged calls and participate in ICT research and innovation in order to ensure currency to the department's systems.

**ENQUIRIES**

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