

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** : 19 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 DPMSA. 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 40/23** : **SENIOR SECTOR EXPERT: SOCIAL COHESION, PROTECTION AND GENDER REF NO: 081/2018**
Outcome: Social Cohesion, Protection & Gender
- SALARY** : R1 005 063 - R1 183 932 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

**CENTRE
REQUIREMENTS**

portion that may be structured according to personal needs within the relevant framework.

: Pretoria

: A relevant 3-year tertiary qualification (NQF 7) in economics or social sciences with at least 8 years' relevant experience of which 5 years' at MMS (Deputy Director or equivalent). A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies / Skills: The successful candidate will have demonstrated in-depth knowledge of the government's development priorities and plans in relation to nation building, social cohesion legislative and policy environment in relation to inclusion, stakeholder engagement and facilitation and research. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills; good interpersonal relations and communication skills. A sound knowledge of Microsoft Office applications are essential. 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 candidate must be willing to travel.

DUTIES

: The successful incumbent will be responsible to coordinate, plan and monitor the Gender and Social Cohesion Sectors. This entails the detailed planning in the Gender, and Social Cohesion Sectors according to the relevant NDP Chapter(s); Active building of development-related coalitions involving governmental and non-governmental agencies, including Public Entities; Monitoring of Sector Reports to Cabinet, Cabinet Committees and Political Principals; providing advice and support the implementation and coordination of Operation Phakisa initiatives where required. Develop analytical reports and policy briefs for Cabinet, Cabinet Committees and Political principals. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

ENQUIRIES

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

OTHER POST

POST 40/24

SPECIALIST: PLANNING COORDINATION REF NO: 082/2018 (X2 POSTS)

Fixed Term Contract Ending 31 March 2019
Chief Directorate: Sector Planning Coordination

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
REQUIREMENTS**

: Pretoria

: An appropriate 3-year tertiary qualification (NQF 6) in the areas of Public Administration/Management, Social Sciences, M&E or equivalent with at least 6 years' appropriate experience of which 3 years should be in the planning and strategic field and 3 years at ASD level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. Competencies / Skills: The ideal candidate should have skills in Strategic Planning and development planning; In-depth understanding of the NDP, and sector policies and plans should have analytical skills and knowledge of Policy, Budgeting and Planning Frameworks. 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.

DUTIES

: The successful candidate will be responsible for facilitating the development of the long and medium term National and Sector Plans and support implementation thereof. This entails leading and facilitating the development of National and Sector Development Plans; Undertake research studies on development aspects of sector plans and developing of sectorial roadmaps towards achieving of long term goals. Assess and evaluate the progress in the medium and short term plans to inform successive planning and liaise, coordinate and collaborate with national, provincial and local stakeholders for sector related matters. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

ENQUIRIES

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