

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** : 02 November 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 42/45** : **DEPUTY DIRECTOR-GENERAL: PUBLIC SECTOR MONITORING AND CAPACITY DEVELOPMENT REF NO: 083/2018**
Branch: Public Sector Monitoring & Capacity Development
- SALARY** : R1 446 378 - R1 629 348 all-inclusive salary package per annum (Level 15). 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 NQF 8 Qualification in the areas of Public Administration, Monitoring and Evaluation or related fields. A Master's Degree (NQF 9) will be an added advantage. A Minimum of 10 years' appropriate experience in the area of

		Monitoring and Evaluation at a sector level of which 8 years must be at senior management (SMS) level. 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). Problem solving and analysis and knowledge 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 and have the ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	Reporting to the Director- General, the successful incumbent will be responsible to support the implementation of the NDP/MTSF through Integrated Public Sector Monitoring to support and improve the capacity of the Public Sector and State Institutions to develop and implement plans and provide services with the aim of accelerating integrated service delivery and overcome fragmentation in monitoring. This entails reviewing, monitoring and supporting the implementation of MTSF outcome 12 and implement strategic interventions to support and unblock implementation. Review, monitor and support the implementation of MTSF outcome 9 and implement strategic interventions to support and unblock implementation. Coordinate capacity development programmes to ensure effective development and application of PM&E policies, tools, systems and guidelines in government. Monitoring/recommending of the Branch's statutory responsibilities in terms of the PSA, Public Finance Management Act (PFMA) as well as DPSA directives and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Branch as well as efficient management/supervision of staff, procurement, equipment and facilities within the Branch.
<u>ENQUIRIES</u>	:	Mr N Nomlala Tel No: (012) 312-0452
<u>POST 42/46</u>	:	<u>SENIOR SECTOR EXPERT: DISTRESSED MINING COMMUNITIES REF NO: 084/2018</u> Outcome: Economy
<u>SALARY</u>	:	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 portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant 3-year tertiary qualification (NQF 7) in engineering/ economics, social sciences or equivalent with at least 8 years experience in the mining sector of which 5 years are at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. The successful candidate will have demonstrated an in-depth knowledge of the South African mining sector; the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and solution oriented, client orientated and able to work under stressful situations, travel often and have the ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	The successful incumbent will be responsible for various projects and report to the Chief Director. The incumbent will provide support to the Chief Director in providing executive secretariat support to the Inter-Ministerial Committee and Technical Task Team for Distressed Mining Communities. This entails assisting in establishing and maintaining buy-in and support from all relevant stakeholders. Strategically co-ordinate with the various stakeholders (3 tiers of government, private sector, labour and civil society organisations) and obtain monitor and review stakeholder feedback and reaction at agreed intervals to measure buy-in. Support working relations between affected departments and other affected spheres of government. Collect, record, preserve, make available/accessible and use information to inform the IMC and TTT. Produce reports that are accurate and

relevant. Support integration and collaboration across the affected departments and different spheres of government and also support in the identification and management of (actual and potential) risk factors and indicators pertaining to the project. Provide a secretariat role in IMC and TTT meetings and follow up on decisions taken and provide feedback in meetings. Assist in the Documentation of key decisions of experts and content specialists and follow up on the implementation of these decisions. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSSA 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

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