

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms J Mchunu, by mail to Private Bag X944, PRETORIA, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : **16 November 2018 @ 12:00 pm**
- WEBSITE** : www.dpme.gov.za
- 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.
- POST 44/46** : **SPECIALIST: LOCAL GOVERNMENT REF NO: 085/2018**
Outcome: Local Government and Human Settlements
- SALARY** : R826, 053. – R973, 047. All-inclusive salary package per annum (Salary 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 areas of Municipal Administration/Public Administration, law, built environment, finance, economics, social sciences or equivalent with at least 6 years' appropriate experience of which 3 years should be in the management of programmes from ASD level. An NQF 7

qualification, specialised training/courses and/or knowledge and experience in municipal finance will serve as an added advantage. Competencies / Skills: Project / Programme Management skills; Understanding of current issues in the local government sector legislation, policies and practices; Knowledge of local government prescripts, policies and practices and programmes and experience in performance monitoring and/or management. 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. Willingness to travel and work irregular hours and a valid Driver's License

DUTIES : The successful candidate will be responsible to support the development, implementation and maintenance of a municipal performance assessment system and assess management and administrative practices in municipalities. This entails assisting in the design and updating of relevant performance indicators for specific management areas through practical application of the tool; Supporting and giving guidance and oversight on activities in respect of administering the performance assessment tool; Assist in carrying out the regular performance assessment of individual municipalities and collect and analyse data from a wide range of sources to inform the performance assessment of individual municipalities. Assist in the capturing and consolidation of the assessment scorecards; Assist in liaising with provinces regarding the development and monitoring of improvement plans; Support reporting on activities and findings to key stakeholders and interested and/or affected parties; Support collaboration with DCoG, National Treasury, provincial departments of local government, sector departments and Offices of the Premier to do the above and assist with ad hoc projects as and when required for the improvement of the LGMIM.

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

POST 44/47 : **SPECIALIST: PLANNING ALIGNMENT REF NO: 86/2018**
Chief Directorate: Planning Alignment

SALARY : R826, 053.00 – R973, 047.00 all-inclusive salary package per annum (Salary 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 Social Sciences, Economics, Public Administration or Commerce with at least 6 years' appropriate experience of which 3 years should be in the areas of strategic planning, M&E and/or budgeting frameworks 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 knowledge of Strategic Planning Processes Frameworks and Legislation; Monitoring, Reporting & Evaluation Frameworks; Basic Research Methodologies and Government Budgeting 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 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 provide support with the oversight and direction of Strategic Plans and Annual Performance Plans, reporting and implementation programmes in government. This entails analysing the draft Strategic Plans and Annual Performance Plans of departments, provide advice and resolve queries related to medium term planning ; Reviewing and refining the

Planning Frameworks and providing content, administrative, logistical support and training w.r.t. medium term planning for national departments and public entities. Assess quarterly performance reports, provide training and support on the quarterly reporting system to national departments and public entities, provide technical and administrative support during performance dialogue sessions with national departments Provide support to the Senior Planning Specialist, compile and make presentations during planning fora's for both national departments and Public Entities. Ensuring the Chief 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 Chief Directorate and ensuring sound corporate governance mechanisms for the Chief Directorate.
Ms J Mchunu Tel No (012) 312-0462.

ENQUIRIES