

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. www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 30 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.

OTHER POSTS

- POST 46/50** : **SECTOR EXPERT: LOCAL GOVERNMENT REF NO 88/2018**
Outcome: Local Government and Human Settlements
- SALARY** : R826 053 – R973 047 per annum (Level 12) (all-inclusive salary package). 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** : Degree or Diploma in Local Government, Public Management/ Administration, Municipal Finance, Economics or relevant (NQF 6) with at least 6 years' experience in Local Government Environment of which 3 years should be in the

management of programmes at an Assistant Director 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, have excellent writing and analytical skills, 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. A valid Driver's licence.

DUTIES : The successful candidate will be responsible to conduct sector analysis and provide technical support to the Local Government Outcome (9). This entails assessing outcomes linked annual performance plans and strategic plans for alignment with MTSF. Supporting the Local Government Outcome Facilitator with policy coordination, research and analysis. Supporting Outcome 9 Facilitator with advisory services. Reviewing and finalising of municipal assessments and drafting detailed reports on findings as well as proposed actions for improvement.

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

POST 46/51 : **ADMINISTRATIVE OFFICER: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 89/2018**
Supply Chain Management

SALARY : R242 475 – R285 630 per annum (Level 07) plus benefits

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 6) in the area of Assets, Logistics, Supply Chain or Financial Management or equivalent with at least 3 years' appropriate experience in the specific functional areas where 2 years' experience must be in Asset Management. Should possess the following skills: The ability to demonstrate sound knowledge of government policies and practices related to post. Ability to apply technical/ professional skills. Ability to accomplish most of the key tasks most of the time in a competent and acceptable manner. Ability to accept responsibility, work independently, and produce good quality of work. Ability to motivate sub-ordinates to ensure good ethical standards. Ability to supervise staff. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must be able to communicate with internal and external stakeholders. Must have good Interpersonal skills, ability to plan, arrange and execution plans/actions. Valid driver licence.

DUTIES : The successful candidate will be responsible to render effective administrative support to the Unit. This entails rendering effective procurement support: Compile and coordinate asset acquisition plans for the Unit which is aligned to the budget. Update of Asset registers, prepare payments for accounts and monitor fleet services. Must be able to schedule maintenance and repairs for vehicles and issue fleet vehicles to end users. Monitor expenditure and implementation of acquisitions plans. Collecting, analysing and collating of assets, fleet and mobile accounts information as requested by the Supervisor. Rendering effective human resources support: ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit. Recommending the updating and implementation of Prescripts, Policies and Procedures.

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