

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** : 21 December 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 49/39** : **SENIOR EVALUATION OFFICER REF NO: 091/2018**
CD: Evaluation
- SALARY** : R299 709 – R353 043 per annum (Level 08) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year relevant tertiary qualification in the areas of Research, Evaluation, Social Sciences, Public Administration, Monitoring and Evaluation or equivalent with at least 4 years' experience of which 3 years should be in the areas of Research or Evaluation. A Post Graduate qualification will be an added advantage. Should possess the following skills; having contextual knowledge and understanding, ethical conduct, interpersonal skills, leadership, evaluative discipline and practice, research practice, evaluation planning, evaluation management, report writing and

communication, improvement, general management skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Good computer literacy and project management skills and must be willing to travel frequently.

DUTIES : The successful candidate will be responsible for supporting evaluations as well as development of the evaluation system. This would involve supporting the Senior Evaluation Specialist in working with national departments on specific evaluation assignments (undertaking research or analytical activities for evaluations, organising meetings, minuting meetings, participating in commissioning of evaluation or research assignments, reviewing evaluation/research documents, monitoring improvement plans); Support the Senior Evaluation Specialist with one or more provincial evaluation plans; undertake certain evaluation assignments directly; Undertake development work towards technical elements of the evaluation system; Undertake evaluation communication assignments and take on specific responsibilities within the Evaluation unit.

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

POST 49/40 : **PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL REF NO: 092/2018**
Branch: Sector Monitoring Services

SALARY CENTRE REQUIREMENTS : R242 475 – R285 630 per annum (Level 07) plus benefits
: Pretoria
: An appropriate 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management, Secretarial or equivalent with at least 5 years appropriate experience of which 3 years must be in an administrative or secretarial environment. Experience in a busy executive office rendering personal secretarial and administrative support will serve as an added advantage should possess the following skills: Telephone etiquette, Knowledge of documents management, tracking and filing systems, ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning, Organising and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Knowledge of PFMA and Public Service Act and Regulations.

DUTIES : The successful candidate will be responsible for rendering effective secretarial and administrative support to the Deputy Director-General. This entails rendering of a secretarial/receptionist support service to the Deputy Director-General; Provision of administrative support services to the Deputy Director-General and provision of support to the Deputy Director-General regarding meetings. Handle the procurement of standard items like stationary, refreshments etc. in line with the prescribed supply chain procedures and keeping abreast of Legislation/ Policies and Prescripts.

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