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: 05 April 2019 @ 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 filing / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

POST 11/44 : SENIOR ADMINISTRATION CLERK REF NO: 005/2019
Unit: Travel and General Accounts Management

SALARY : R196 407 - R231 351 per annum (Level 06) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3-year tertiary qualification (NQF 6) in Supply Chain Management/ Public Management, Finance or equivalent with at least 3 years’ experience in Supply Chain Management or Travel of which at least 1 year must be in the travel and corporate environment. Should possess the following skills: 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 be able to effectively
operate in a highly sensitive environment that deals with confidential documents. Must have good Interpersonal relations, Planning and Execution skills. Ability to Manage/Control financial resources and work under enormous pressure. Knowledge of PFMA, Treasury Regulations, Public Service Act as well as other Supply Chain procedures and policies.

**DUTIES**

The successful candidate will be responsible for providing travel and general account management services. This entails receiving, verifying and confirming travel and conference bookings with the travel agency; Assisting clients and handling enquiries related to travel and other general accounts i.e Building Leases, Landlines, newspapers, copier machines and other related services. Maintaining the travel and general account databases, monitoring the expiry of contracts and alerting end users in time. Maintaining the travel deviation register. Receive, record and process invoices related to travel and general accounts; Follow-up on outstanding invoices and ensuring that invoice are processed on time and as per Service Level Agreements. Detecting and reporting of irregular, fruitless and wasteful expenditure, and assisting the supervisor with follow ups and investigations. Filing and maintaining of records for audit purposes.

**ENQUIRIES**

Ms J Mchunu Tel No: 012 312 0462