

## 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](http://www.dpme.gov.za)
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 30 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 filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POSTS

- POST 14/36** : **SENIOR ADMINISTRATION OFFICER REF NO: 007/2019**  
Outcome: Education and Skills
- SALARY** : R316 791 per annum (Level 08) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 6) in Public Administration, Office Management, Secretarial or equivalent with at least 4 years' experience of which 2 years must be on administrative functions and 2 years at supervisory level. An NQF 7 qualification will serve as an added advantage. The following skills will serve as a recommendation: Report writing skills; desktop research skills; analytical skills and basic statistical skills and experience. The candidate should possess the following skills and competencies: apply technical/ professional skills;

accept responsibility, work independently and produce good quality of work; must be a team player; flexible, reliable; initiative; innovative; have good verbal and written communication; must have good interpersonal relations; ability to manage projects (planning and execution); good leadership skills; ability to manage/control financial resources; monitor financial expenditure and supervise staff. Must have the ability to delegate and empower subordinates. The candidate must have knowledge of the Public Finance Management Act and Treasury Regulations as well as Public Service Act and Regulations.

**DUTIES** : The successful candidate will be responsible for providing administrative support to the unit. This entails rendering of effective financial support: monitoring expenditure of the unit. Rendering of effective human resources support: ensuring timely submission of performance agreements, reviews and assessments of staff members of the Unit; coordinating and consolidating training according to PDP's and ensuring that leave registers are completed in the unit. Supervising and rendering of effective procurement support: supervising the compilation and coordination of procurement plans for the Unit which is aligned to the budget and monitoring expenditure and implementation of procurement plans. Supervising and rendering of general administrative support within the Unit: Collecting, analysing and collating of information as requested by the Head of the Unit; drafting of correspondence (submissions, letters and reports) as instructed by the Head of the Unit and team members; sending and receiving of e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Updating/recommending the updating of enabling prescripts, policies and procedures: studying of the relevant Public Service and departmental prescripts/policies and processes and procedures applicable in the Head of the Unit's office and the updating thereof.

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

**POST 14/37** : **SENIOR PERSONNEL OFFICER: PMDS REF NO: 008/2019**  
Sub-Directorate: HR Utilisation & Development

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06) plus benefits  
: Pretoria

: A 3-year relevant tertiary qualification (NQF 6) in the areas of Human Resources Management/Development or equivalent with at least 3 years appropriate experience in performance management and knowledge of PERSAL system. PMDS related courses would serve as an advantage. Should possess the following skills: Ability to apply technical 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. Must have good Interpersonal relations, time management skills. Must have proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Must have knowledge of PMDS policies and other applicable prescripts.

**DUTIES** : The successful candidate will be responsible to provide an effective administration of the Performance Management function in the Department. This entails providing advice and support in relation to the PMDS policy and relevant legislative frameworks and facilitate the signing of PIPs, and report the cases of non-compliance to immediate supervisors and assist with the analysis of the PDPs, follow up on progress made in against the PIPs. Conduct quality check on performance agreements/ midterm reviews and annual assessments. Capture the performance agreement in the Persal system. Receive quality check and record the mid-term reviews in a database and in the Persal system. Record the submitted annual assessment, assist to check the quality of the annual assessments, prepare the documents for moderation and disseminate them to the members, compile the feedback letters and distribute to employees and their managers and follow up if need be; Arrange the meeting of the Appeals committee. Inform the appellants about the outcomes. Assist with the coordination of performance management workshops. Provide the general administrative support regarding PMDS.

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