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: 10 May 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 15/36: Sector Expert: Education and Skills Ref No: 009/2019
Outcome: Education and Skills

Salary: R869 007 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: An appropriate 3-year tertiary qualification (NQF 6) in Social Sciences (with Labour Economics at third year level); Economics or equivalent with at least 6 years’ appropriate experience of which 3 years should be in post school education and
training (PSET and national skills development) monitoring environment and 3 years at ASD level. An NQF 7 qualification and extensive experience in M & E of PSET will serve as an advantage. Competencies / Skills: The ideal candidate should have the following skills: in-depth knowledge and understanding of PSET sector (University, TVET Colleges, CET Colleges and National Skills Development SETA landscape; artisan development system) and how it works; funding and monitoring in PSET sector; research competency; ability to use MS Excel; good report writing and PowerPoint Presentation skills; ability to work independently, strong ability to demonstrate sound knowledge, understanding and analytical skills of policies and practices in the PSET sector; knowledge of national skills development legislation and artisan development system; be reliable and take initiative; should have good interpersonal; communication skills, be flexible and be a team player; planning and execution of functions, the ability to delegate and empower subordinates. The ideal candidate 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 license.

**DUTIES**

The successful candidate will be responsible to support in leading strategic discussions and planning processes to enhance the effectiveness of plans and implementation PSET programmes in support of the goals of the NDP. This entails design and managing research studies to guide effective planning and implementation of PSET programmes and policies and provide support and advice to departments in the PSET sector on the implementation of relevant proposals in the NDP. Provide advice on different aspects of PSET policy and planning and budgeting process for the PSET sector; Support the departments in PSET, their planning processes and PSET projects and Management of human capital development. Ensuring the 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 performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

**ENQUIRIES**

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

**POST 15/37**

ASSISTANT DIRECTOR: OD AND HR PLANNING REF NO: 010/2019
Sub-Directorate: OD, HR Planning and Administration

**SALARY**

R376 596 per annum (Level 09) plus 37% in lieu of benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

A 3 year tertiary qualification (NQF 6) in the area of Human Resource Management or equivalent with at least 5 years appropriate experience of which 3 years must be in the various disciplines of HR and Organisational Design and 2 years at supervisory level. Persal Training, knowledge of an EQUATE system, accreditation as a trained JE Analyst and OD certificate will serve as an added advantage. Should possess high level skills in: report writing, sound knowledge of the Microsoft Office suite (including excel and power point). Should have knowledge of PSA, PSR and HR policies and other relevant legislation and policy provisions. Competencies / Skills: 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. 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. The incumbent must be able to exercise professional judgement.

**DUTIES**

The successful candidate will be responsible to facilitate effective and efficient Organisational Design, Job Evaluation, HR Planning as well as HR Administration. This entails coordinating organisational design and job evaluation processes in the department and coordinating the review and design of job descriptions. Ensure that the PERSAL establishment records are in-line with the approved organisational structure and facilitate requests for the creation of new posts.
Quality control monthly Establishment and In-Year-Monitoring reports and ensure the timeous distribution thereof to the relevant stakeholders. Compile HR-Plan, monitor implementation of the approved HR-Plan on a continuous basis and ensure that the annual HR-Plan Implementation Report is compiled and submitted to the DPSA. Monitor implementation of HR-Component evaluation recommendations and ensure the timeous HR Component Assessment and submission of the HR-Component Assessment report to the DPSA annually before the due date. Monitor Employment Equity targets and compliance, quality control the monthly updated EE-targets and facilitate timeous submission of Employment Equity Reports. Carry out PERSAL controller responsibilities and supervise staff and resources of the section. Undertake the more complex implementation and maintenance of human resource administration practices and develop/quality assure the correctness of submissions to delegated authorities. Provide effective recruitment and selection service and provide an effective HR Information Service.

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