Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention HR Administration and Recruitment by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

Closing Date: 19 July 2019 at 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. Note: 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 24/68: SENIOR ADMINISTRATION OFFICER REF NO: 014/2019
Outcome: Rural Economy

Salary: R316 791 per annum (Level 08) plus benefits
Centre: Pretoria
Requirements: An appropriate 3 year tertiary qualification (NQF 06) in Public Administration, Office Management, Secretarial or equivalent with at least 4 years’ experience of which 2 years must be in an administrative environment and 2 years at supervisory level. An NQF 7 will serve as an added advantage. The following skills will serve as a recommendation: Report writing skills or/and desktop research skills or/and analytical skills or/and statistics skills and experience. 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. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have knowledge of the Public Finance Management Act and Treasury Regulations Service Act and Regulations; Interpersonal skills required to work with other sector departments team outside DPME, be prepared to work extended hours outside office, provide support to the DG and Ministers administrative team for the DG’s Technical Task Team and Inter-Ministerial Committee administered by the Unit.

**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; sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Updating/recommending of 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. Ability to respond to meeting requests and liaise with other managers and external clients of changes in the diary; Ensuring effective office management for meetings scheduled by the unit by Providing secretariat and co-ordination service i.e Sending out invitations for meetings & facilitating attendance confirmation timeously; Preparing meeting document packs and ensuring distribution meetings; Drafting action plans for immediate circulation to participants after meetings; Drafting meetings minutes for circulation to participants for input; and Coordinate follow-up actions emanating from decisions of the meeting. Assist with making bookings for the unit (traveling and accommodation).

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

**POST 24/69**: SENIOR STATE ACCOUNTANT: PAYMENTS REF NO: 015/2019

**SALARY**: R316 791 per annum (Level 08) plus benefits

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (NQF 06) in Financial Management, Accounting or equivalent with at least 4 years appropriate experience of which 2 years must be in Financial Management. Should have extensive knowledge and experience of BAS, LOGiS and PERSAL and a high level of computer literacy. 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. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have the ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.

**DUTIES**: The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails bookkeeping to ensure correctness of financial accounting transactions in the areas of responsibility in line
with applicable policies and procedures; Authorisation of BAS and LOGIS payments and manage the clearing of suspense accounts in line with PFMA and Treasury Regulations. Reporting on the suspense accounts; Accounting for donor funding expenditure and receipts and Compilation of VAT returns, Authorisation of Journals; Debt creation, clearing and reporting process and assist other finance sections as and when needed.

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

POST 24/70: APPLICATION DEVELOPER REF NO: 016/2019
Directorate: Business Applications and Knowledge Management

SALARY: R316 791 per annum (Level 08) plus benefits

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 year tertiary qualification (NQF 6) in Computer Science, Information Technology or Informatics with 4 years appropriate experience of which 2 years’ experience must be in Database design and development; Document Management Systems; and Web application development. The ideal candidate must have knowledge of MS SQL Server 2008r2 or higher version; web application development technologies (VB/C#, ASP/ASP.NET, HTML; JavaScript) and Graphics Design. Must have technical skills and knowledge of coding; sound knowledge of the Microsoft Office suite and SharePoint is essential. Sound knowledge of document management systems, and document classification methodologies. Demonstrate end-to-end understanding of Systems Development Life Cycle (SDLC) methodology. Must be a creative thinker and have Problem solving skills. Must be flexible and reliable.

DUTIES: The successful candidate will be responsible for maintenance and support of legacy systems, including portals and websites. This entails performing systems analysis, designing and developing applications based on user requirements; performing database and web development; Implement and maintain Information Management strategy and interacting with key external information/data institutions and branches in the Department. Assist with the acquisition and manipulation of information on databases; Provide support to users with regards to electronic document management system and implement security measures to safeguard information and documents against unauthorized access. Updating of departmental portals, website and intranet; Participate in ICT research and innovation in order to ensure concurrency of systems.

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