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. Website: www.dpme.gov.za

FOR ATTENTION: Human Resource Admin & Recruitment

CLOSING DATE: 19 August 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. 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 will 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. 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.

MANAGEMENT ECHELON

POST 28/26: SENIOR SECTOR EXPERT: ECONOMY REF NO: 019/2019

NPC Admin Support

SALARY: R1 057 326 per annum (Level 13) (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: A relevant 3-year tertiary qualification (NQF 7) in Economics, Econometrics or equivalent with at least 8 years’ appropriate experience in Economics of which 5 years’ at MMS (Deputy Director or equivalent). A relevant post-graduate
qualification (NQF 8) and/or specialist training courses will be an added advantage.

Competencies / Skills: strong research skills and report writing skills. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills; good interpersonal relations and communication skills. A sound knowledge of Microsoft Office applications are essential. 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 candidate must be willing to travel.

**DUTIES**

The successful incumbent will be responsible to provide technical support to National Planning Commission by convening at different areas and sectors. This entails giving support to the National Planning Commission and economy work stream and supervising commissioned research for the National Planning Commission. Prepare and review economic research documents and coordinate Policy in relation to the implementation of the National Development Plan. 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 and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

**ENQUIRIES**

Mr N Nolmlala Tel No: (012) 312-0452