Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms K Mogotsi, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

Website: www.dpme.gov.za

CLOSING DATE: 13 September 2019 @ 16:30 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 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 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.

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SALARY: R1 251 183 per annum (Level 14) (all-inclusive salary package). The remuneration package consists of a basic salary, the state’s contribution to the Government Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: Bachelor Degree (NQF 7) in Public Administration, Public Law/Governance or Development Planning, or equivalent. At least 8 years’ experience in policy and planning, governance, public administration as well as government planning or equivalent, of which 5 years must be at a Senior Managerial (SMS) level. A postgraduate qualification (NQF 8) will be an added advantage. Competencies/Skills: The successful candidate will have demonstrated in-depth knowledge of governance systems in the state and the country more broadly. Must have demonstrated in-depth knowledge of policy and planning,
and the relevant legislative environment for governance, and related monitoring systems and processes. Should produce good quality work and meet deadlines. Excellent financial, HR and strategic management skills, and programme and project management skills. Good interpersonal relations and written & verbal communication skills. Good computer skills. Personal attributes: Assertive, self-driven and creative, client-oriented and solution-oriented, ability to work under pressure and to maintain high levels of confidentiality.

**DUTIES**

The incumbent will provide technical support to the National Planning Commission (NPC), in respect of public administration, law, governance issues related to development policy and planning. Facilitate NPC interface with relevant structures and processes in government responsible for policy, planning and implementation in this area of work. Conduct research and international benchmarking of policy and legislative practices, institutional models for development planning and governance, including in respect of the Justice and Crime-prevention sector. Lead strategic, programme and project planning of the NPC’s work on the public sector and governance. Ensure high-quality reports are produced as required, as well as provide strategic advice on policy, planning and legislative matters relevant to this area of work. Maintain adherence to the NPC’s statutory responsibilities in terms of PFMA and Public Service Act, and ensure efficient and effective annual performance and operational planning and management/supervision of staff, procurement, equipment and facilities within the unit.

**ENQUIRIES**

In connection with the applications kindly contact Mr N Nomlala Tel No: (012) 312-0452.