Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & 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: 08 November 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 all qualifications, 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 six (6) 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 that may be structured according to personal needs within the relevant framework. Annual progression up to a maximum salary package of R1 023,645 is possible, subject to satisfactory performance.

Other Posts

POST 38/35: CAPACITY DEVELOPMENT SPECIALIST REF NO: 029/2019
Chief Directorate: Capacity Development Coordination

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. Annual progression up to a maximum salary package of R1 023,645 is possible, subject to satisfactory performance.

Centre: Pretoria

Requirements: An appropriate 3-year tertiary qualification (NQF 6) in Public Administration, Public Management, social science, M&E or equivalent with at least 6 years’ appropriate experience and 3 years should be at ASD (Junior Management) level. An NQF 7 qualification or specialist training will serve as an added advantage. Competencies/Skills: Computer literacy (M’s Office suite). A good understanding of Government functioning at the level of practical
implementation and an understanding of planning, monitoring and evaluation (PM&E) is required, including an understanding of regional, continental and global development frameworks. Understanding of etiquette and protocol applicable to international relations. Knowledge of government prescripts, policies, practices and regulations as well as the priorities of government. Advanced planning, coordination and project management skills; professional report writing skills; computer literacy and problem solving skills. Experience in dealing with stakeholders from all sectors of society. The ideal candidate should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be analytical, have initiative, be assertive, self-driven, innovative, creative, client orientated, customer focused, solution orientated, and able to work under stressful situations. He/she should have the ability to maintain high levels of confidentiality. Ability to work with diverse teams.

**DUTIES**: The successful candidate will be responsible for coordinating the implementation of the Government Wide Monitoring & Evaluation (GWM&E) policy toolkit. Supporting the development and implementation of PM&E guidelines. Coordinate PM&E advocacy in government, and with other African countries through platforms of engagement. Facilitate regional and international collaboration on PM&E with strategic partners. Ensure the implementation of resolutions taken on PM&E during stakeholder engagements. Conducting surveys and other research to assess the effectiveness of PM&E initiatives in government. Develop and publish PM&E capacity building materials, including updating of the website content related to this function. Assist in the assessment and review of the effectiveness of various PM&E capacity building initiatives in South Africa from time to time.

**ENQUIRIES**: Ms K Mogotsi Tel No: (012) 312 0465

**POST 38/36**: DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: 030/2019 Sub-Directorate: Executive Coordination & Governance Support

**SALARY**: R733 257 per annum (Level 11) (all-inclusive salary package per annum) 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. Annual progression up to a maximum salary package of R863 748 is possible, subject to satisfactory performance.

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (NQF 6) in the area of Public Administration, Office Management & Technology, Business Administration or equivalent with at least 6 years' relevant experience of which 3 years should be in the area and 3 years at ASD/junior management level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. Competencies/Skills: The ideal candidate should have excellent writing, planning and coordination and analytical skills. Computer literacy (Ms Office suite). Strong verbal and written communication skills, project management skills. Knowledge of electronic filing systems, well-developed planning, coordination capability, leadership skills, good interpersonal skills and sound human relations. Should produce good quality reports and minutes of meetings, be reliable and have initiative. Should be flexible and have the ability to work within a team. Should have the ability to delegate and empower subordinates, 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.

**DUTIES**: The successful candidate will be responsible to provide executive support and coordination services to the Department. This entails the coordinating of Management, Audit Committee and Risk Management Meetings. Drafting of well-recorded minutes as well as facilitating the timeous distribution of documents for all Management Meetings. Conduct timeous follow-up on all decisions/actions through the electronic reporting system. Maintaining of Terms of Reference (ToR) for all departmental management structures. Managing the filing of all minutes and meeting documents. Manage and maintain Policy Registers and the electronic decision management system.

**ENQUIRIES**: Ms J Mchunu Tel No: (012) 312-0462
POST 38/37 : ADMINISTRATION OFFICER REF NO: 031/2019
Chief Directorate: ICT Management

SALARY : R257 508 per annum (Level 07) plus benefits. Annual progression up to a R303 399 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : A 3-year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 3 years’ appropriate experience in an administrative environment. An NQF 7 qualification will serve as an advantage. Competencies/Skills: The ideal candidate should possess the following skills: Computer literacy (Ms Office suite), report writing skills or/and analytic 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 skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Must have good knowledge of PFMA and Public Service Act and Regulations. 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.

DUTIES : The successful candidate will be responsible for rendering effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit, which is aligned to the budget, and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit, diary management for the CD, collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP’s and ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures.

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

POST 38/38 : MONITORING AND RESEARCH OFFICER REF NO: 032/2019
Directorate: FSD Systems

SALARY : R257 508 per annum (Level 07) plus benefits. Annual progression up to a R303 399 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 6) in Statistics, Social Sciences, Demographics, M&E or equivalent. A minimum of 3 years’ relevant experience in the field of monitoring and evaluation. NQF 7 will serve as an added advantage. Competencies /Skills: High level of computer literacy (MS Office Suite), good analytical skills, interpersonal skills, communication (both verbal and written) skills, desktop and field level research skills. Personal Attributes: Ability to work effectively and efficiently under pressure in order to meet deadlines with limited supervision. Knowledge management, Project Management and Business Analysis skills would be an added advantage.

DUTIES : The successful candidate will be responsible for providing data management and research support to the FSD: Systems Directorate. This entails providing support to the Director in the managing of the database and web-reporting system. Providing support to the Director in undertaking desktop and field research or analytical activities. Support in organising stakeholder meetings, events and other learning/ knowledge sharing activities: organising meetings, taking minutes of meetings, preparing and reviewing documents, monitoring of agreed commitments. Supporting the Director in implementing field monitoring activities in Government facilities and stakeholder engagements and information requests. Providing technical support to the already implemented systems and processes.

ENQUIRIES : Ms K Mogotsi Tel No: (012) 312-0465
<table>
<thead>
<tr>
<th>POST 38/39</th>
<th>INTERNAL CONTROL CLERK REF NO: 033/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (level 5) plus benefits. Annual progression up to a R204 612 per annum is possible, subject to satisfactory performance.</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A relevant 3-year tertiary qualification (NQF 6) with no experience OR Grade 12 with at least one-year relevant experience in Internal Control/SCM/Finance. Competencies/Skills: The ideal candidate should have the following skills: Report/document writing, Numeracy, Computer Literacy (MS Office suite), Knowledge of BAS and PERSAL systems, knowledge of the Public Finance Management Act and Treasury Regulations as well as interpretation of these policies. Good interpersonal relations. Personal attributes: Must be a self-motivated individual, flexible with ability to work on multiple projects simultaneously and have a sense of urgency and ability to identify and resolve problems in a timely manner.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The successful candidate will be responsible to provide financial administrative and operational services within the Department. This entails monitoring the registration of invoices, tracking system to ensure the timely payment of invoices and maintaining batch control registers for all incoming and outgoing documents received. Identify instances of losses, irregular, fruitless and wasteful expenditure; Reconcile payments received and checked with system reports. Assist in the preparation of documentation for Loss Control Committee meetings. Scan received payments in the departmental server. File all payment documents and journals received. Daily print and file payment stubs issued by Finance. Perform daily and monthly reconciliation of payments processed and documents received. Perform adhoc duties as requested by the supervisor.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms J Mchunu Tel No: (012) 312-0462</td>
</tr>
</tbody>
</table>