ANNEXURE I

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS: 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: 23 December 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 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. 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 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.

MANAGEMENT ECHELON

POST 44/37: SENIOR SPECIALIST: BUDGET PRIORITIES REF NO: 039/2019
Chief Directorate: Resource Planning

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. Annual progression up to a maximum salary package of R1 245 495 is possible, subject to satisfactory performance.

CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year tertiary qualification (NQF 7) in Financial Management, Statistics, and/or Economics or equivalent. Minimum of 8 years' experience in the field of Financial Management and/or Economics and/or Public Finance of which 5 years’ at MMS level (Deputy-Director). A post graduate qualification (NQF 8) will be an added advantage. A valid driver’s licence is required. Competencies/Skills: Strong Financial Management skills, Strategic Capability and Leadership skills, Programme Management skills and Analytical and Problem Solving skills. A good knowledge and understanding of resource planning, financial modelling and forecasting, budget assessment and
performance monitoring, budgeting and planning frameworks. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of policies and procedures; human resource and strategic management skills; good interpersonal relations, communication skills and research skills. A sound knowledge of Microsoft Office applications is 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.

**DUTIES**

The incumbent of the post will be responsible for providing technical and specialised advice with regard to resource planning and implementation in the development of the Budget Prioritisation Framework (BPF). This entails: Managing and implementing the annual (BPF) process, outcomes and its revision accordingly. Developing and managing the BPF process, its document flow and consultation process. Conducting research and/or modelling on key government policies, plans and related reports to inform the BPF. Providing technical and administrative support to key events and participation in the Cluster Meetings, the Medium Term Expenditure Committee and function group meetings. Monitoring and assessing the implementation processing and developing adherence reports.

**ENQUIRIES**

Mr N Nomlala Tel No: (012) 312 0452.

**OTHER POST**

**POST 44/38**

MESSENGER/DRIVER REF NO 040/2019

Unit: Registry Services

**SALARY**

R145 281 per annum (Level 04) plus benefits

**CENTRE**

Cape Town

**REQUIREMENTS**

Grade 10 or equivalent qualification and a minimum of 7 -12 months experience working as a Messenger/Driver. Must have valid code driver's licence and must have PDP. Must have the following knowledge and skills: Computer Literacy Skills, Good Verbal and Written Communication, Interpersonal Relations, Knowledge of the procedures to operate the motor vehicle, Knowledge of the prescripts for the correct utilisation of the motor vehicle and Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

**DUTIES**

The successful candidate will be responsible for driving of light and medium motor vehicles to transport passengers and other items (e.g. correspondence and equipment); provide a chauffeur and messenger service to the Ministry and Office of the Director-General when required. Do routine maintenance on the allocated vehicle and report defects timeously and complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office; Collect and deliver documentation and related items for the Department; Copy and fax documents and assist with registry functions.

**ENQUIRIES**

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