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

CLOSING DATE: 28 February 2020 @ 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. 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.

MANAGEMENT ECHELON

POST 06/26: CHIEF DIRECTOR: ECONOMY AND INFRASTRUCTURE REF NO: 005/2020
CD: Economy and Infrastructure

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 Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: A relevant qualification (NQF 7) as recognised by SAQA in Economics, Civil Engineering, Infrastructure/Build Environment or equivalent. A post-graduate qualification (NQF level 8) will be an added advantage. A valid driver’s licence. Minimum of 10 years’ experience in the areas of Economic Management Frameworks/Fiscal & Infrastructure Development and/or Building Environment with at least 5 years proven experience as a member of the Senior Management Service (SMS) in the Public Service or equivalent. Demonstrable leadership acumen. Extensive knowledge and experience in the Infrastructure and Economy sectors is a key requirement. Deep understanding of key policy imperatives of government, including relevant public sector prescripts. Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. Knowledge of performance monitoring and evaluation in the
The incumbent of the post will be responsible for managing, developing, reviewing and supporting detailed planning, implementation, monitoring and evaluation of the Medium Term Strategic Framework (MTSF) and National Development Plan (NDP) with regard to economy and infrastructure development. Managing and coordinating sector specific research. Monitoring and Evaluating the implementation of set priorities and targets and formulate intervention strategies in consultation with relevant stakeholders. Providing technical advice and support to political principals and other governance structures and bodies. Fulfil the Chief Directorate's statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient operational plan and annual performance plan for the Chief Directorate. Ensuring of effective and efficient management of procurement, equipment and facilities within the Chief Directorate and ensuring of sound corporate governance mechanisms for the Chief Directorate.

The ideal candidate should have research capabilities; monitoring & evaluation in the public sector; report writing stakeholder engagement & capacity development and data analysis skills. Should produce good quality work, be reliable and take initiative. Should have the ability to work with the team, Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources, supervise and motivate 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.

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.

In connection with the applications kindly contact Mr N Nomlala, Tel No (012) 312 0462.

OTHER POSTS

SECTOR EXPERT: PUBLIC SERVICE REF NO: 007/2020

Chief Directorate: Public Service

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.

Pretoria

An appropriate 3-year tertiary qualification (NQF 7) in Public Administration, Public Finance, Human Resources Management and/or Social Sciences with a minimum 6 years’ experience of which 3 years should be in Public Administration, Human Resources Management or Public Finance Management, Project Management, Strategic Management and 3 years at ASD or equivalent level. An NQF 8 qualification or specialised training/courses will serve as an added advantage. Competencies/Skills: The ideal candidate should have research capabilities; monitoring & evaluation in the public sector; report writing stakeholder engagement & capacity development and data analysis skills. Should produce good quality work, be reliable and take initiative. Should have the ability to work with the team, Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources, supervise and motivate 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 level of confidentiality.

The successful candidate will provide technical support to the Chief Directorate: Public Service in the implementation of the MTSF and NDP. This entails reviewing and implementing public service sector plans of the MTSF and NDP and preparing public service reports; Assess trends and developments in the identified sectors and report accordingly and undertake and coordinate public service specific research. Monitor, evaluate and conduct periodic reviews of public sector performance, formulate intervention strategies and report accordingly and develop and prepare documents, briefing notes and inputs for political principles and parliament’s structures and committees. Ensure that the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensure 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 M Lehong Tel No (012) 312-0540.

POST 06/28 : ASSISTANT DIRECTOR: DATA CENTRE REF NO: 006/2020

CD: Data Integration and Analysis

SALARY : R470 040 per annum (Level 10) plus benefits

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree/Advanced Diploma (NQF 7) in Statistics/ Data Science or an equivalent statistical field. An Honours Degree/Post Graduate Diploma (NQF 8) will be an added advantage. At least 5 years’ relevant experience working in a statistics or data unit. A valid driver’s licence. Competencies & Skills: Advanced computer skills integrating and managing datasets, data analysis and using data analysis tools e.g. STATA/SPSS, data visualisation. Experience using and developing data architectures. The ideal candidate must have good understanding of data types, data modelling and transformation of data using various ETL Tools; understanding of data policy frameworks, processes and systems. Knowledge and experience in statistics and data mining techniques. Good programming skills. Knowledge of Machine Learning techniques. Experience/knowledge in distributed data and computing tools, including, Map Reduce, MySQL, Hadoop, Spark, Hive. Personal Attributes: Must have the ability to perform independently, in a team, under pressure and in a dynamic changing environment. Must have the ability to work effectively in ambiguous situations, strong critical thinking skills and multi-tasking. Ability to handle multiple demands and competing priorities in a rapidly changing environment. Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills.

DUTIES : The successful candidate will be responsible to support the implementation of a DPME data management and analytical system and facilitate access to internal and external data to support Planning, Monitoring and Evaluation as per the NDP and MTSF priorities. This entails sourcing, collation of data from government departments and within DPME and format and integrate it for use in the data management and analytical system. Visualise data/information for DPME user’s e.g creating dashboards for executives, statistical modelling, data mining of primary datasets. The development, implementation and promotion of data norms, standards and protocols for DPME and government departments/entities. Conduct research on products and trends for the enhancement of the data management and analytical system. Updating of the data management and analytical system. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient Human Resources planning for the Chief Directorate and ensuring sound corporate governance mechanisms for the Directorate and ensuring of effective and efficient Human Resources planning for the Chief Directorate and ensuring sound corporate governance mechanisms for the Directorate and ensuring of effective and efficient Human Resources planning for the Chief Directorate and ensuring sound corporate governance mechanisms for the Directorate

ENQUIRIES : In connection with the applications kindly contact Mr M Lehong, Tel No (012) 312-0540.

POST 06/29 : PERSONAL ASSISTANT TO THE DDG REF NO: 008/2020

Branch: Sector Monitoring Services

SALARY : R257 508 per annum (Level 07) plus benefits

CENTRE : Pretoria

REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 6) in Secretariat, Public Administration or equivalent with at least 3 years’ appropriate experience of which 2 years in an administrative or secretarial environment. A Valid Driver’s license. NQF 7 qualifications will serve as an added advantage. Driving experience of 2 years or more. Competencies/Skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Excellent written and verbal communication. Excellent working knowledge of the Microsoft Office Suite (Word, Excel, Power-Point, Outlook). Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, must be able to work with a person with disabilities. Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations. Personal Attributes: Must be self-motivated individual. Have well developed organizational and planning skills flexible with ability to identify and resolve problems in a timely manner

DUTIES : The successful candidate will be responsible for rendering effective secretarial, personal assistance and administrative support to the Deputy Director-General who lives with disabilities. This entails rendering of a secretarial support service, the
provision of administrative support services to the Head of the Branch – manage the effective flow of documents in and out of the DDG’s office; Manage calls in and out the DDG’s office; Filing (electronic and manually); Ensure that claims for the DDG are done timeously; and provision of support to the Head of the Branch regarding meetings:-
Manage the DDG’s dairy; Providing driving services to the DDG to and from official meetings and engagements. Handle the procurement of standard items like stationary, refreshments etc; and Petty Cash in line with the prescribed Supply Chain Procedures and Keeping abreast of Legislation/ Policies and Prescripts

ENQUIRIES : In connection with the applications kindly contact Mr M Lehong, Tel No (012) 312 0540

POST 06/30 : SUPPLY CHAIN OFFICER REF NO: 009 /2020
Unit: Demand and Acquisition Management

SALARY : R257 508 per annum (Level 07) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3-year tertiary qualification (NQF level 06) in the areas of Supply Chain Management/Logistics/Public Administration or equivalent with at least 3 years’ appropriate experience of which 2 years must be in Supply Chain procurement environment and 1 year at supervisory level. The following will serve as an added advantage: An NQF level 7 qualification and a valid driver’s licence. Must have knowledge of Supply Chain Management procedures, policies and prescripts. Should possess the following skills: Computer literacy (Ms Office suite), LOGIS, report writing skills and analytic 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 with good leadership skills. Ability to work under pressure and willing to work after hours when expected. Ability to Manage/Control financial resources and supervise staff. Must have good knowledge of PFMA, PPPFA, BBBEE, National Treasury Regulations.

DUTIES : The successful candidate will be responsible for rendering effective and efficient demand and acquisition management services to the Department. Update and maintain supplier detail and SCM systems. Assist end users with specifications. Rendering provisioning of quotations and bid administration services and assist with the administration of evaluation of Quotations and Bids. Record keeping and reporting and keeping up to date with enabling prescripts, policies and procedures.

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