

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.
- CLOSING DATE** : 17 April 2020 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za
- 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

OTHER POSTS

- POST 12/34** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 018/2020**
Office of the Director-General
- SALARY** : R733,257 per annum (Level 11) (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 REQUIREMENTS** : Pretoria
A 3-year tertiary qualification (NQF 6) in Office Administration/Pubic Administration/Management/ Secretariat or equivalent with at least 6 years' experience in an Executive Office support environment of which 3 years should be in an administrative environment and 3 years at ASD/Middle Management level. An NQF 7 qualification will serve as an added advantage. Valid driver's license is required. Competencies/Skills: Good project management skills, ability to produce good quality of work, be reliable and take initiative. Good Interpersonal relations and communication skills, language skills, should be flexible and 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 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 long hours under stressful situations and the ability to maintain high levels of confidentiality.
- DUTIES** : The successful candidate will be responsible to effectively and efficiently manage and coordinate the administrative functions in the Office of the Director-General. This entails administrative support to the DG and head of the office. Management and coordination of all special projects in DG's office. Management of finance; procurement, equipment and

facilities. Coordinate internal and external executive engagements and supervision of staff. Manage flow of documents to and from DG's office. Ensure compliance by DG's office to all statutory responsibilities in terms of PSA, PFMA and any other relevant prescripts. Ensure effective and efficient business/operational and performance annual planning for the Office of the DG.

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

POST 12/35 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 019/2020**
Outcome: Local Government and Human Settlements

SALARY CENTRE REQUIREMENTS : R316 791. per annum (level 8) plus benefits
: Pretoria
: An appropriate 3 year tertiary qualification (NQF 06) in Public Administration, Office Management, Secretarial or equivalent with at least 4 years' experience of which 2 years must be in an administrative environment and 2 years at supervisory level. An NQF 7 will serve as an added advantage. The following skills will serve as a recommendation: Report writing skills, desktop research skills, analytical skills or/and statistics skills and experience. Should possess the following 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. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff/Intern. Must have the ability to delegate and empower subordinates. Must have knowledge of the Public Finance Management Act and Treasury Regulations Service Act and Regulations

DUTIES : The successful candidate will be responsible for providing administrative support to the unit. This entails rendering of effective financial support: monitoring expenditure of the unit. Providing data and information support. Rendering of effective human resources support: ensuring timely submission of performance agreements, reviews and assessments of staff members of the Unit; coordinating and consolidating training according to PDP's and ensuring that leave registers are completed in the unit. Supervising and rendering of effective procurement support: supervising the compilation and coordination of procurement plans for the Unit which is aligned to the budget and monitoring expenditure and implementation of procurement plans. Supervising and rendering of general administrative support within the Unit: Collecting, analysing and collating of information as requested by the Head of the Unit; drafting of correspondence (submissions, letters and reports) as instructed by the Head of the Unit; sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Organising of stakeholder workshops. Updating/recommending of the updating of enabling Prescripts, Policies and Procedures: studying of the relevant Public Service and departmental prescripts/policies and processes and procedures applicable in the Head of the Unit's office and the updating thereof.

ENQUIRIES : Mr M Lehong, Tel No: (012) 312-0540.