

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 email to HR@dpme.gov.za or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 21 August 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 a signed Z.83 accompanied by 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. 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 POST

- POST 19/110** : **PERSONAL ASSISTANT TO DIRECTOR-GENERAL REF NO: 021/2020**
Office of the Director-General
- SALARY CENTRE** : R376 596 per annum (Level 09) plus benefits
Pretoria

REQUIREMENTS

: An appropriate 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management, Secretarial or equivalent with at least 5 years appropriate experience of which 3 years must be in an administrative or secretarial environment. Experience in a busy executive office rendering personal secretarial and administrative support will serve as an added advantage. Should possess the following skills: Good Communication: (verbal & writing) skills & telephone etiquette, tact & discretion; knowledge & understanding of relevant policies, prescripts; Sound organisational skills and high level of reliability. Telephone etiquette, Knowledge of documents management, tracking and filing systems, 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. Must have good Interpersonal relations, planning, execution skills and good leadership skills. Ability to Manage/Control financial resources. Knowledge of PFMA and Public Service Act and Regulations.

DUTIES

: The successful candidate will be responsible to render administrative support services to the Director-General and ensure effective functioning of the DG's Office. This entails rendering administrative office support services: manage information flow, filing & safekeeping of documents, collate information & compile reports, scrutinise submissions and respond to enquiries. Manage all logistical arrangements for the DG: Travel & subsistence allowance, procurement. Provides secretarial support to the DG's meetings: prepare agenda, minutes, scrutinise documents, determine follow-up action & prepare briefing notes. Administer the DG's Office budget: coordinate financial documents, keep record of expenditure commitments, liaise with CFO's Office & assist with budget preparation. Scrutinise and study public service & departmental policies & prescripts and advice accordingly.

ENQUIRIES

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