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 (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

Closing Date: 26 March 2021 @ 16:30

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 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. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) 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 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 the full details can be obtained by following the 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. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.
MANAGEMENT ECHELON

POST 09/107 : CHIEF DIRECTOR: LOCAL GOVERNMENT & HUMAN SETTLEMENTS REF NO: 007/2021
Chief Directorate: Local Government & Human Settlements

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 level 7) as recognised by SAQA in the Build Environment, Local Government, Human Settlements, Economics, Development Planning 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 Local Government & Human Settlements 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 planning, policy formulation and analysis as well as monitoring and evaluation in the Local Government & Human Settlements sectors is a key requirement. Deep understanding of key local government and human settlement, governance, legislation and regulatory frameworks as well as the 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 the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel on a regular basis. Knowledge & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Good computer literacy skills. 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.

DUTIES : The incumbent of the post will be responsible for managing, developing, reviewing and supporting detailed planning, implementation, Monitoring & evaluation of the Medium-Term Strategic Framework (MTSF) and National Development Plan (NDP) with regard to but not limited to basic service delivery, human settlement development and governance in Local Government and Human Settlements. Managing and coordinating sector specific research. Monitoring and evaluating the implementation of set priorities and targets and formulating intervention strategies in consultation with relevant stakeholders. Providing technical advice and support to political principals and other governance structures and bodies. Manage the maintenance and implementation of the Local Government Management Improvement Model (LGMIM). 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.

ENQUIRIES : Ms S Mbeleki Tel No: (012)312-0451

OTHER POST

POST 09/108 : DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 008/2021
(4-Year Fixed Term Contract)
Sub-Directorate: Management Accounting

SALARY : R733 257 per annum (Level 11) (all-inclusive salary package)

CENTRE : Pretoria
REQUIREMENTS : A 3-year tertiary qualification (NQF 07) in Financial Management or equivalent with at least 6 years appropriate experience of which 3 years must be in Management Accounting and 3 years at Junior Management/ASD level or equivalent. An NQF 08 qualification and/or specialised training will serve as an added advantage. Knowledge & Skills: Good understanding of Government Systems and Operations and the PFMA. Must have people management and empowerment skills. Programme/Project and Financial management skills. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Financial/Statistical analysis skills. A sound knowledge of Microsoft Office applications (MS Excel and Access are essential) and report writing skills. 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 incumbent will be responsible to manage the Sub-directorate: Management Accounting, develop, review and implement financial management systems and procedures on planning, budgeting and reporting. This entails managing the functions of financial planning, budgeting and reporting. Manage, review, analyse and quality assure the budget preparation process. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting and reporting work as required. Manage the roll-over, adjustment estimates and virement processes. Monitoring/recommending of the Sub-Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, National Treasury Prescripts, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Sub-Directorate. Ensure effective and efficient business/operational/performance and annual performance planning for the Sub-Directorate and ensure effective and efficient management/supervision of procurement, equipment and facilities within the Sub-Directorate in a supportive role.

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