

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 (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 17 September 2021 @ 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 Z.83 accompanied by uncertified 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 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 shortlisted candidate required to submit the certified documents on or before the day of the interview and 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 31/47** : **SENIOR SPECIALIST: INTERVENTION SUPPORT REF NO: 024/2021**
Chief Directorate: Intervention Support
- 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A appropriate tertiary qualification (NQF 7) in Programme or Project management or Public Sector Management and Administration or equivalent with at least 6 years appropriate experience of which 5 years at MMS (Deputy Director) level. NSG Public Service Senior Management Leadership Programme (Certificate for entry into the SMS). Competencies & Skills: Must possess a good understanding of government across the three spheres of government. Should have extensive experience in managing complex projects. Must have demonstrated an in-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills and Programme and Project Management skills. Good interpersonal relations, excellent stakeholder management and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) 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. Drivers licence is essential. Ability to travel extensively locally and abroad for extended periods of time. Heightened sense of urgency and flexibility to work for long hours.
- DUTIES** : The successful candidate will be responsible to assist in the implementation of Operation Phakisa in government by transforming plans into concrete results through successful delivery. This entails assisting with designing monitoring system for the Operation Phakisa programme. Work with partner national departments to agree and scope new Operation Phakisa projects. Contribute to process improvements in project management by applying lessons learned to future projects. Develop and document an integrated project management plan for the projects to be undertaken. Plan, monitor and solve problems/ issues relating to the achievement of Lab Outputs. Work with departments to finalise 3 ft. plans and monitor and report on progress. Assist with interventions to address blockages to implementation and escalate to necessary executive level where required. Establish and maintain collaborative business relationships with relevant stakeholders in public and private sector. Develop working relationships with agencies/consultancies in relation to donor support. 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 effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.
- ENQUIRIES** : Ms S Mbeleki Tel No: (012) 312-0451
- NOTE** : Preference will be given to African and Coloured females.