

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** : 15 October 2021 at 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. 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 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

OTHER POSTS

POST 34/101 : **ASSISTANT DIRECTOR: STRATEGY AND SERVICE DELIVERY SUPPORT**
REF NO: 026/2021
Directorate: Strategy & Service Delivery Support

SALARY : R376 596 per annum (Level 09), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 06) in the areas of Public Management/Administration/Strategic Planning or equivalent with at least 5 years appropriate experience of which 2 years must be in Strategic Planning environment and 3 years supervisory experience. An NQF 07 qualification or specialised training/courses will serve as an added advantage. Competencies / Skills: The ideal candidate should possess sound knowledge of policies and practices, technical skills and the ability to accept responsibility for own areas of work and those of subordinates. Should possess good strategic planning skills, analysis skills, produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills and high level of computer literacy and sound knowledge of the Microsoft Office suite, should be flexible and have the ability to work with the team. 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 candidate will be responsible to facilitate strategic and operational planning activities within the department and render administrative support to the directorate. This entails providing support in strategic plan and annual performance plan for the department and provide department's service delivery charter and service delivery improvement plan (SDIP). Monitor quarterly performance information against the annual performance plan; compile departmental annual reports and assist in the coordination of performance information.

ENQUIRIES : Ms J Mchunu Tel No: 012 312 0462

POST 34/102 : **INTERNAL AUDITOR REF NO: 027/2021**
Directorate: Internal Audit

SALARY : R257 508 per annum (Level 07), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 06) or equivalent in Internal Audit/Finance with a minimum of 2 years appropriate experience in an Audit/Finance environment. A relevant and appropriate NQF7 qualification and above will serve as an added advantage. Should possess the following knowledge and skills: Knowledge of International Standards for Professional Practice of Internal Auditors; National Treasury Internal Audit Framework; PFMA and Treasury Regulations as well as Public Service Act and Regulations, high level of computer literacy and sound knowledge of the Microsoft Office suite. Personal Attributes: 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 skills. Must have good Interpersonal relations. Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources.

DUTIES : The successful candidate will be responsible to provide (as part of a team) an independent audit function to assist the DPME to accomplish its objectives by improving the effectiveness of control and governance processes. The conducting of audit execution/audit procedures in accordance with approved Audit programme and audit methodology. The timeous issuing of reports following completion of fieldwork. Conduct audit assignment as per planning, execution and reporting stages of audit assignment. The performing of audit project administrative functions as documented in audit methodology. Conduct Audits in compliance with approved Audit methodology, IIA Standards as well as Internal Audit policies and procedures. Conduct audits in accordance with International Standards for Professional Practice of Internal Auditing. Relevant data gathered, all findings documented accurately and supporting evidence provided. Conduct audit fieldwork efficiently and as per audit timetable.

Conduct Follow-up Audits on Post-Implementation of Assurance and Compliance Audit recommendations conducted. Assistance in the identifying of high-risk areas provided to inform audit program. Ensure that audit files are compiled accurately, cross referenced and ready for quality assurance by the Supervisor. Ensure that audit findings worksheet and audit reports are drafted consistent with audit executions drafted from description/ processes within the department/unit to be audited. Ensure audit questionnaire, Client Visit letters, Engagement letters and the Audit Program are drafted. Ensure that audit project activities are conducted in accordance with approved Audit methodology and Audit Planning Memorandum.

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

POST 34/103 : **CLEANER REF NO: 028 /2021**
Unit: Facilities & Work Environment Management

SALARY : R102 534 per annum (Level 02), plus benefits

CENTRE : Pretoria

REQUIREMENTS : ABET and ability to read and write

DUTIES : The successful candidate will be responsible to render cleaning services. This entails cleaning office corridors, elevators and boardrooms by: dusting and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls, windows and doors, emptying and cleaning of dirt bins, collecting and removing of waste papers and freshen the office areas. Clean general kitchens by: Cleaning of basins and washing and keeping stock of kitchen utensils. Cleaning the restrooms by: refilling hand wash liquid soap, replace toilet papers, hand towels and refreshers and empty and wash waste bins. Keep and maintain cleaning materials and equipment by reporting broken cleaning machines, cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use. Request cleaning materials.

ENQUIRIES : Ms J Mchunu Tel No: 012 312 0462