

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** : 03 April 2020 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 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.

MANAGEMENT ECHELON**POST 11/19****DIRECTOR: HRM REF NO: 013/2020**

Directorate: Human Resources

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

**CENTRE
REQUIREMENTS**

Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

Pretoria

An appropriate qualification (NQF 7) in Human Resource Management/Public Management/Industrial Psychology or equivalent with at least 8 years' experience in Human Resource Management environment of which 5 years must be at MMS (Deputy Director or equivalent) level. An NQF 8 qualification will be an added advantage. Valid driver's licence. Knowledge of the following functional fields is critical: Human Resource Management concepts, principles, policies and procedures, PMDS, Training and Development, Human Resource Provisioning, Organisational Design, Labour Relations, Employee Health and Wellness, good understanding of the PSA, PSR. Skills: Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive, decisive and self-driven, innovative and creative, client orientated and focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES

Manage proper implementation of Human Resource Development and PMDS processes, Labour Relations, Employee Health and Wellness, Organisational Development, HR Planning and Administration. Determine and evaluate proper implementation of HRM strategies and policies to meet departmental mandate. Develop the Directorates operational plan in support of the department's strategic plan and ensure that the assigned projects are delivered on time. Advise and assist other managers on HR processes and policy matters. Plan, co-ordinate, develop, implement, monitor, evaluate, improve control and advocate HR processes and practices, manage the performance of managers in HR. Monitoring implementation of the Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts and DPSA Directives. Offer strategic support in the management and maintenance of HR information systems. Manage financial and other resources allocated to the Directorate.

ENQUIRIES

Mr N Nomlala, Tel No: (012) 312-0452.

OTHER POST

POST 11/20

ADMINISTRATION OFFICER REF NO: 014/2020
CD: HR and Corporate Services

**SALARY
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REQUIREMENTS**

R257 508 per annum (level 7) plus benefits

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A 3 year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration/Humanities or equivalent with at least 3 years appropriate experience of which 2 years must be in an administrative environment. An NQF 7 qualification will serve as an advantage. 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 skills. Must have good Interpersonal relations, Planning and 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 for rendering effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit collecting, analysing and collating of information. Drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Coordinate timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP's and ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures.

ENQUIRIES

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