

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. Website: www.dpme.gov.za
- CLOSING DATE** : 10 July 2020 @ 16:30 pm
- 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 16/24** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 020/2020**
Office of the Director-General
- SALARY** : R733 257 per annum (Level 11) (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
: A 3-year tertiary qualification (NQF 6) in Office Administration /Public Administration/Management/ Secretariat or equivalent with at least 6 years experience in an Executive Office support environment and 3 years at ASD/Middle Management Level. An NQF 7 qualification will serve as an added advantage. Valid driver's license is required. Competencies / Skills: Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, language skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. 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 effectively manage the administrative functions in the Office of the Director-General. This entails monitoring secretarial/administrative support service to head of the office and administering clerical support services to the head of the office. Management of finance in the unit; coordinate external executive engagements and supervision of staff. Monitoring/recommending of the Office of the DG's statutory responsibilities in terms of PSA and PFMA. Ensuring effective and efficient business/operational and performance annual planning for the Office of the DG and providing effective and efficient management/supervision of staff, procurement, equipment and facilities within the Office of the DG in a supportive role.

ENQUIRIES

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