

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** : 13 November 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 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 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 EHCELON

<u>POST 25/40</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: 028 /2020</u> Branch: Corporate Services
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Minimum Qualifications: An appropriate 3-year tertiary qualification (NQF 7) in B Com/Financial Management or equivalent with Accounting as a major. A relevant post-graduate qualification (NQF 8) will serve as an added advantage. Experience: Minimum of 10 years' relevant experience in Financial/Supply Chain Management, of which at least 5 years in the public sector (PFMA compliant institutions) and at least 5 years at Senior Managerial level (SMS). Being a Chartered Accountant will be an added advantage. General knowledge, skills and attributes: Above average computer skills. Training in Ms Excel is essential. Must have a valid driver's license. Sound technical knowledge of GRAP (Generally Recognised Accounting Practices) and GAAP (Generally Accepted Accounting Practices), modified cash-based accounting, public finance and SCM legislation and other regulatory frameworks. Sound knowledge of strategic planning and associated budgetary processes. Strategic and conceptual orientation; above average report writing and communication and problem solving skills. Management, including people management and empowerment, project management and operations management. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). 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.
<u>DUTIES</u>	:	The successful incumbent will responsible be to manage the financial and procurement functions of the Department and ensure sound financial management. This entails establishing and maintaining appropriate systems and policies to ensure effective and efficient management of resources; Provide efficient and effective Supply Chain & Asset Management services to the Department and provide financial management services to the Department. Approve and manage contracts / service level agreements entered into by the Department and obtain legal advice where required and advise the management pertaining to matters that have strategic and financial implications. Ensure the equitable allocation, maintenance and effective utilization of financial resources in line with the strategic objectives of the DPME, legislative imperatives and good governance. Meet the reporting requirements and standards under the PFMA and other relevant legislation and regulations. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the department by applying cost benefit analysis principles, ensuring value of money. Oversee the budgetary process within the DPME, exercise budgetary control and, at a strategic level, provide early warning mechanisms. Develop and facilitate the implementation of Supply Chain Management consistent with legislative and applicable prescripts. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor-General. Liaise with the relevant role-players within the various spheres of Government regarding transversal financial and Corporate Governance matters. Develop and implement effective financial strategies for the DPME. Provide sound technical advice on the performance of the DPME's financial matters to the management. Management of Human Resources in the Chief Directorate: Financial and Supply Chain Management.
<u>ENQUIRIES</u>	:	Kindly contact Ms Sibongile Mbeleki in connection with the post, applications and advertisement, Tel No: (012) 312- 0451.