

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** : 12 March 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 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 DPMSA. 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 07/61

SENIOR HR PRACTITIONER: OD & HR PLANNING REF NO: 004/2021

Sub-Directorate: OD, HR Planning and Administration

SALARY

: R316 791 per annum (Level 08) plus benefits

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate 3-year degree/National Diploma (NQF 6) in Human Resource Management, Organisational Design, Management Services, Operations Management or equivalent and a minimum of 2 years' experience in the various disciplines of HR, Job Evaluation and Organisational Design with at least 1 year supervisory experience. An NQF 7 qualification will be an added advantage. Knowledge and skills: Must have good knowledge and experience of the PERSAL system. Good knowledge of Establishment Control, high level of computer literacy and sound knowledge of the Microsoft Office suite, Excellent organisational skills and good interpersonal relations, Excellent communication skills (written and verbal), Ability to maintain high level of confidentiality, be able to work under pressure, must have knowledge of PSA and PSR and relevant legislation. Financial background and knowledge of PFMA, Treasury regulations and general government supply chain environment.

DUTIES

: The successful candidate will be responsible to co-ordinate Organisational Design, Job Evaluation. Provide efficient & effective HR Planning, Recruitment & Selection services and produce reports on HR Information. Compile/amend Job Descriptions, conduct Job Evaluation of all mandatory posts and departmental priority posts as well as requests from staff members or management. Conduct work-study investigations and compile reports on findings and provide advice to management regarding job designs and work-study processes. Establishment control & maintenance and PERSAL Establishment maintenance. Render support towards the implementation of human resource planning strategies, systems & processes: Render HR information management and reporting. Provisioning of effective HR administrative support services: Administering of recruitment and selection processes for employees; employee benefits and service conditions, Ensure compliance with relevant legislative frameworks and directives. Interpret, analyse and apply HR policies and procedures. Provide guidance to line managers on HR Management practices and policy matters and assist in the development, review and implementation of HR strategies, policies and procedures.

ENQUIRIES

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