

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** : 19 March 2021 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za

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. 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 POST

- POST 08/70** : **ASSISTANT SPECIALIST: PLANNING ALIGNMENT REF NO: 005/2021**
Chief Directorate: Planning Alignment
- SALARY** : R470 040 per annum (Level 10) plus benefits.
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 6) in Public Administration, Office Management, Secretarial or equivalent with at least 5 years' experience of which 1 year must be at Supervisory Level. An NQF 7 qualification will serve as an added advantage. The following skills will serve as a recommendation: Report writing skills; desktop research skills; analytical skills. Knowledge and skills: Apply technical/professional skills; accept responsibility, work independently and produce good quality of work; must be a team player; flexible; reliable; innovative; have good verbal and written communication; must have good interpersonal relations; ability to manage projects (planning and execution); good leadership skills; ability to manage/control financial resources; and monitor financial expenditure. Must have knowledge of the Public Finance Management Act and Treasury Regulations as well as Public Service Act and Regulations.
- DUTIES** : The successful candidate will be responsible for providing administrative support to the Chief Directorate. This entails rendering of effective administrative support in the compilation of APP, Risk Management and Quarterly reports. Coordination of inputs for the Chief Directorate Strategic Plans, Annual Performance Plans, Risk Management and Quarterly reports and Annual reports. Setting up meetings for development of Strategic Plans, APP and Risk Management. Rendering of effective administrative support to the tasks/ outputs of the Chief Directorate: Planning Alignment. Provide administration support at Chief Directorate Meetings and Strategic Planning Sessions, to the stakeholder workshops Meetings, Consultation etc. Compile Accurate minutes for Chief Directorate Meetings. Rendering financial reporting services. Budget Monitoring and Reporting. Monitoring invoices and Payment. Rendering of effective human resources support: Ensuring timely submission of performance agreements, reviews and assessments of staff members of the Unit; ensuring that leave registers are completed in the unit.
- ENQUIRIES** : Ms T Masinge Tel No (012) 312 0461