

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** : 16 August 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 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 26/89** : **DEPUTY DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: 020/2021**
Sub-directorate: Infrastructure Support
- SALARY** : R733 257 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A 3 year tertiary qualification (NQF 06) in Information Technology/ Computer Science or relevant and equivalent with at least 6 years appropriate experience must be in network communications or systems administration and 3 years at Junior Management/ ASD level or equivalent. An NQF 7 tertiary qualification and/or specialised training and certification in especially on Cisco, Microsoft and VMWare will serve as an added advantage. Must have knowledge of and implementation of Public Service and Departmental procedures and prescripts. Must have good knowledge of the ICT infrastructure (LAN, WAN, Firewall, Network & Server infrastructure etc.). Good technical understanding of Desktop OS, Server OS, Virtualisation, security management, backup management and their relationships with other systems. Must have server and systems administration skills, network, project and contract management skills. The ideal candidate must have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce good quality of work, be reliable, be creative and innovative, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Planning, organising and execution, leadership skills, the ability to delegate and empower subordinates and ability to work long hours voluntarily and ability to work under pressure. Should have management skills and be able to control financial resources and supervise staff.
- DUTIES** : The successful candidate will be responsible to ensure the secure & effective operations of the ICT infrastructure. This entails pro-actively monitoring all systems availability to ensure secure services with minimum downtime; providing trend analysis to management team to enable them to make informed decisions regarding resource management. This is to ensure server capacity management and ensuring successful high-performance system backup and recovery. Ensure that all servers are effectively managed i.e. pro-active maintenance on the servers (capacity management); ensure availability of all ICT services throughout the enterprise i.e. E-mail, file & print, internet etc and ensure servers are maintained by ensuring that they are secure (patch management) and perform optimally. Configuration of government transversal systems and ensuring that they are accessible at all times and monitor the network and network services to ensure minimal downtime. Works with other IT / Business personnel to assist with Project deliverables, as required by IT Network Management team; coordinates with the installation and maintenance of hardware for local area (LAN) and wide area (WAN) networks and Install and maintain operating systems, application software and upgrades for local hosts, LAN, WAN and Data Centre. Ensure that the server and network configuration changes are updated; provide third line support to ICT Service Desk incidents related to ICT infrastructure and participate in ICT research and innovation in order to ensure currency to the department's systems.
- ENQUIRIES** : Ms J Mchunu Tel No: (012) 312 0462