

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** : 28 December 2021 @ 16:30
- 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, South African Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), 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 the full details can be obtained by following the 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

MANAGEMENT ECHELON

<u>POST 44/50</u>	:	<u>SENIOR SECTOR EXPERT: SOCIAL COHESSION, PROTECTION & GENDER REF NO: 036/2021</u> Chief Directorate: Social Cohesion, Protection & Gender
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (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 A relevant 3-year tertiary qualification (NQF 7) in Social Sciences, Development Studies, and/or Policy Studies or equivalent. Minimum of 6-years' experience in the Social Protection, Social Cohesion & Gender sector of which 5-years must be at Deputy Director (MMS) level. Deep understanding of key Social Protection, Social Cohesion and Gender related regulatory frameworks as well as the policy imperatives of government, including relevant public sector prescripts. Strong understanding of the work/functioning of Government and the various sectors and their stakeholders. Proof of successful completion of the NSG Public Service Senior Management Leadership Programme (Certificate for entry into the SMS). The following: A post graduate qualification (NQF 8). Experience in Planning, Monitoring and Evaluation will serve as added advantage of social protection programmes Competencies & Skills: Management skills including people management and empowerment. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. The ability to successfully operate at high level in government. Conflict management skills. Analytical skills. Research and policy analysis skills. Financial management and project management skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel). 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 be responsible for the coordination; planning and monitoring of the outcomes in the Social Protection Sector in relation to social protection of children, social security, community development, social protection information system in accordance with the relevant NDP Chapters key to the MTSF. The incumbent will also be responsible for coordination, planning and monitoring of the outcomes in the Social Cohesion sector in relation to fostering constitutional values, ensuring equal opportunity, inclusion and redress for all citizens, increased interaction across space and class in accordance with the relevant NDP Chapters key targets for the MTSF. Produce an analysis of the National Strategic Plan for Gender Based Violence and Femicide. Development of inputs to Country reports on the countries report on issues in the social protection and social cohesion sphere. The active building of development-related coalitions involving governmental and non-governmental agencies, including Public Entities. The monitoring of Sector Reports to Cabinet, Cabinet Committees and advise and support Political Principals. Render a secretariat service to Inter-Ministerial Committees. Supporting of the implementation and coordination of operation Phakisa initiatives regarding Priorities Social Protection and Social Cohesion where required. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to as well as ensuring effective and efficient Human Resources Planning for the Directorate. Manage effective and efficient business/operational and performance annual planning for the Directorate and ensuring effective and efficient management of procurement within the Directorate. Ensure sound corporate governance mechanisms for the Directorate.
<u>ENQUIRIES</u>	:	Ms S Mbeleki Tel No: (012) 312 0451