

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** : 11 March 2022 @ 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 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

OTHER POST

- POST 07/22** : **ASSISTANT DIRECTOR: LABOUR RELATIONS, EMPLOYEE HEALTH & WELLNESS AND SPECIALISED SERVICES REF NO: 012/2022**
Sub-Directorate: Labour Relations and Employees Health & Wellness
- SALARY** : R382 245 per annum (Level 09) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3-year tertiary qualification (NQF 6) in Human Resource Management/Labour Law/Industrial Psychology or related field with at least 5 years appropriate experience of which 3 years must be in a labour relations and employee health and wellness environment and 2 years at supervisory level. An NQF 7 qualification as well as supplementary EHW & LR related courses will serve as an added advantage. The ability to demonstrate sound knowledge of practices and policies (i.e. the Public Service Act, Labour Relation Act, Public Service Regulations and DPSA Determinations). High level of computer literacy and sound knowledge of the Microsoft Office suite. PERSAL training, excellent communication and organisational skills. Must have a valid Driver's license.
- DUTIES** : The successful candidate will be responsible for all aspects relating to Employee Health and Wellness and labour relations. Implement and monitor effective Employee Health and Wellness programmes in the department. Develop, revise and facilitate the approval of LR and Employee Health and Wellness policies. Management of Discipline, Grievance and Disputes in the department according to prescripts. Conduct or facilitate the investigations of all alleged cases of misconduct. Represent the department during disciplinary hearings. Manage employer-employee relations by ensuring that appropriate corrective measures are implemented. Facilitate the resolution of grievances in the department. Train staff on the Grievance (Labour Relations) procedure. Represent the department in disciplinary hearings (repetition). Capture the (LR cases) grievances on the internal Labour Relations statistics template and Persal. Implement effective transformation and HIV programmes, diversity and employment assistance in the department. Promotion of gender mainstreaming within the department. Provide training on gender mainstreaming to all employees. Coordinate wellness management. Coordinate the health and productivity management. Promote mental health, facilitate stress management, facilitate counselling and facilitate employees personal-health and management. Facilitate the prevention of infection rate of HIV, STI and TB. Effective coordination of collective Bargaining. Manage strike action within the department. Perform secretariat duties for the Departmental Bargaining Council (DBC).
- ENQUIRIES** : Ms M Masilela, Tel No (012) 312