

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 28 March 2022 @ 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 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

- POST 09/86** : **SENIOR SECTOR EXPERT: PLANNING COORDINATION REF NO: 06/2022**
NPC, Chief Directorate: Planning Coordination
- SALARY** : R1 073 187 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year tertiary qualification (NQF 7) in Economics/Social Science and Compulsory Capacity Development or equivalent and relevant with at least 6 years' appropriate experience in Economic Planning, Public Administration and/or Public Finances, Development Planning and Budgeting Experience of which 5 years' must be at MMS (Deputy Director or equivalent level). A relevant post-graduate qualification (NQF 8) and/or specialist training courses will be an added advantage. Competencies / Skills: strong research skills and report writing skills. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills; good interpersonal relations and communication skills. A sound knowledge of Microsoft Office applications is essential. 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 and the ability to maintain high levels of confidentiality. The candidate must be willing to travel.
- DUTIES** : The successful incumbent will be responsible to provide support to the Chief Director: Planning Coordination with regard to the NDP and MTSF processes. Develop, review and implement economic sector planning and modelling for the MTSF and other plans and prepare reports. Facilitate and convene of different stakeholders and leading the process of drafting plans to achieve the MTSF and NDP goals and other plans. Manage programmes/projects as required for management and provide technical support to government officials and other partners on the economic planning, implementation and evaluation of programmes. Conduct research on economic planning to support the MTSF and other government plans. Support Planning and coordination of a program and its activities and ensure implementation of policies and practices.
- ENQUIRIES** : Ms S Mbeleki Tel No: (012) 312-0451