

## 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** : 4 April 2022 at 16:30
- WEBSITE** : [www.dpme.gov.za](http://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](http://www.dpsa.gov.za)

## OTHER POSTS

- POST 10/73** : **SENIOR EVALUATION OFFICER REF NO 013/2022 (X2 POSTS)**  
Chief-Directorate: Evaluation
- SALARY** : R321 543. per annum (level 8) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A3 year relevant (NQF 6) tertiary qualification in the areas of Research, Evaluation, Social Sciences, Public Administration, Monitoring and Evaluation or equivalent, with at least 4 years' experience; 2 of those years should be in the areas of Monitoring, Evaluation or Research. A Post Graduate qualification will be an added advantage. Should have a contextual knowledge and understanding of government and the work of DPME, an understanding of evaluative and/or research discipline and practice, and an ability to manage evaluation projects. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player with exceptional interpersonal skills, flexible, ethical, reliable, and have good verbal and written communication skills. Must have good planning and execution skills, as well as report-writing skills. Good computer literacy and project management skills. Travelling is not extensive, but must be willing to travel as and when required.
- DUTIES** : The successful candidate will be responsible for supporting evaluations within the national evaluation system. This involves supporting the Senior Evaluation Specialist in working with national departments on specific evaluation assignments (undertaking research or analytical activities for evaluations, organising meetings, minuting meetings, participating in commissioning of evaluation or research assignments, reviewing evaluation/research documents, monitoring improvement plans). Support the Senior Evaluation Specialist with one or more provincial evaluation plans. Undertake certain evaluation assignments directly. Undertake development work towards technical elements of the evaluation system. Undertake evaluation communication assignments and take on specific responsibilities as assigned by the Senior Evaluation Specialist within the Evaluation unit.
- ENQUIRIES** : Ms M Masilela, Tel No (012) 312 0471
- POST 10/74** : **CHIEF PERSONNEL OFFICER REF NO 014/2022**  
Sub-Directorate: OD; HR Planning and Administration
- SALARY** : R321 543. per annum (level 8) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) in the areas of HR, Industrial Psychology, Public Administration/Management or related fields with at least 4 years appropriate experience of which 2 years must be in a in the various disciplines related to human resources management and 2 years at supervisory level. Supplementary HR related courses will serve as a definite advantage. Knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Relevant PERSAL training and experience is essential. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.
- DUTIES** : The successful candidate will be responsible for providing an effective and efficient, Recruitment and Human Resource Administration services. This entails Administering employee benefits and service conditions and recruitment, selection and appointment of employees. Quality assure the correctness of submissions to delegated authorities and render guidance/advise and assist staff and other managers on HR Management practices and policy matters relating to scope. Manage pre-employment screening and probations and supervise human resources/staff. Assist in drafting and review of HR Policies and ensure effective implementation. Provide assistance/ support in the compilation of HR statutory reports e.g. HR oversights and PILIR reports. Administer PILIR applications and serve as PILIR liaison for the DPME.
- ENQUIRIES** : Ms M Masilela, Tel No (012) 312-0471