

## 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](mailto:HR@dpme.gov.za) (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 20 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 POST

**POST 12/52** : **SENIOR ICT TECHNICIAN REF NO 015/2022**  
Sub-Directorate: ICT Operations Support

**SALARY** : R321 543 per annum (level 8) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) in the areas of Information Technology/Systems or Computer Science with at least 4 years appropriate experience in technical support services. Knowledge of/experience in Windows Server Platform (AD, DNS, DHCP & Exchange) and LAN Support (cabling & switches) as well as an NQF 7 qualification will serve as added advantage. Should possess the following skills: Project Management skills; High level of computer literacy and sound knowledge of the Microsoft Office suite; Report writing skills and Communication skills (verbal & written). Ability to apply technical/ professional skills. Ability to accept responsibility, work under pressure and independently. Ability to produce good quality of work. Ability to work long hours voluntarily or upon instruction and be on standby. Must be a team player, flexible reliable and self-motivated. Must have good Interpersonal relations, planning and execution skills. Must be willing to travel and have valid driver's license

**DUTIES** : The successful candidate will be responsible to ensure the smooth running of the computer systems throughout the department. This entails diagnosing and resolving software and hardware problems, Installation and troubleshooting of Transversal systems BAS, Persal and LOGIS. Repair and upgrade different types of computers (software and hardware) and install and configure new computers including Apple products, servers and other IT equipment. Render technical advisory support for all IT projects that will impact on the infrastructure and ensure that all calls logged are resolved within the required time as per department's ICT service standards.

**ENQUIRIES** : Ms M Masilela, Tel No (012) 312-0471