

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at 330 Grosvenor Street, Hatfield, Pretoria (please quote the relevant post and reference number). Emailed applications will not be accepted.
- CLOSING DATE** : 10 June 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 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. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. 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 POSTS

- POST 19/81** : **SENIOR ADMINISTRATIVE OFFICER: FACILITIES AND WORK ENVIRONMENT REF NO: 021/2022**
Unit: Facilities and Work Environment
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08), plus benefits
: Pretoria
: An appropriate 3-year tertiary qualification (NQF 06) in Environmental Health/ Safety Management/ Facilities Management or equivalent with at least 4 years appropriate experience. Samtrac course will be an added advantage. 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 to render a facility provision and maintenance service as well as Occupational Health and Safety service to the Department. The provision and maintenance of general facilities (electricity, air conditioning, furniture and general services, e.g. water, cleaning services) venues, canteen, kitchens, storerooms). Coordinate maintenance functions within the Department to ensure customer satisfaction. Coordinate and ensure office renovations, allocation of accommodation and parking. Provide Occupational Health and Safety services.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471
- POST 19/82** : **INTERNAL CONTROL CLERK REF NO 022/2022**
Sub-Directorate: Internal Control & Compliance
Internal applicants who previously applied for the post of Internal Control Clerk Ref No: 022/2022 are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05), plus benefits
: Pretoria
: A Finance/ Audit related 3-year tertiary qualification (NQF 6) with no experience OR Grade 12 with at least one-year relevant experience in Internal Control/SCM/Finance. Competencies/Skills: The ideal candidate should have the following skills: Report / document writing, Numeracy, and Computer Literacy (MS Office suite). Knowledge of BAS, LOGIS and PERSAL systems will be an added advantage. Knowledge of the Public Finance Management Act and Treasury Regulations as well as interpretation of these policies. Good interpersonal relations. Personal attributes: Must be a self-motivated individual, flexible with ability to work on multiple projects simultaneously and have a sense of urgency and ability to identify and resolve problems in a timely manner.
- DUTIES** : The successful candidate will be responsible to provide financial administrative and operational services within the Department. This entails the registration of invoices, monitoring the tracking system to ensure the timely payment of invoices and maintaining batch control registers for all incoming and outgoing documents. File all received payment batches and journals in the storeroom. Check payments for compliance with financial prescripts and report any identified non-compliances. Identify incidents of losses and damages, irregular expenditure, and fruitless & wasteful expenditure. Provide inputs through a report on all identified incidents to the supervisor. Perform daily and or monthly batch payment reconciliations to balance received, scanned and filed documents. Check-in received documents in the tracking system. Assist in the preparation of documentation for Loss Control Committee meetings. Scan received payments in the departmental server. Daily printing and filing of payment stubs issued by Finance. Retrieve documents for audit/ when required. Perform ad hoc duties as requested by the supervisor.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471