

## 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, 0001 (please quote the relevant post and reference number). Emailed applications will not be accepted.
- CLOSING DATE** : 8 July 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 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](http://www.dpsa.gov.za)

## OTHER POSTS

**POST 23/118** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 023/2022**  
Branch: National Planning Coordination Services.

**SALARY** : R382 461 745.per annum (all-inclusive salary package)(Level 09)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A relevant 3-year tertiary qualification (NQF 6) in Public Administration, Office Management/Administration or equivalent with 5 years' appropriate experience of which 3 years must be in administrative environment and 2 years at supervisory level. The ideal candidate should have the ability to develop and implement effective administrative systems and demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce good quality of work, be reliable, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Must have planning and execution skills, leadership skills, and the ability to delegate and empower subordinates. Should have sound administration and management skills and good financial background and knowledge of PFMA, Public Service Act and general government environment.

**DUTIES** : The successful candidate will be responsible to coordinate administrative activities in the Office of the DDG / Head of Component including providing administrative systems and office personnel support. This entails: Rendering general logistical and programme / project management support. Assist in managing multiple projects and responsible for all logistics planning related to travel and events. Analyse and implement operating systems and procedures within the office. Ensure smooth running of the Office. Perform administrative functions such as assisting in preparing branch inputs for strategic plans and annual performance plans, operational and strategic risk plans and reports, quarterly and annual performance reports and compiling minutes, and compiling annual programme budget requests. Compile and coordinate procurement plans for the unit. Manage incoming and outgoing correspondence to ensure effective office procedures and flow of work. Oversee the implementation of policies, procedures and processes on Human Resources and Finance and give guidance / advice within the Unit. Coordinate leave planning in the branch. Liaise with internal and external stakeholders to ensure effective communication. Manage, monitor, analyse the office budget and provide monthly cash flow projections. Coordinate and consolidate the Branch quarterly and annual performance plans and operational plans. Coordinate the preparation and render secretariat support in all Branch/unit's meetings and also follow up on key decisions, agreements from the meetings and ensure timely implementation thereof. Draft required documentation, scrutinise submission/reports forwarded to branch/unit Execute research, analyses of information, compile and collate documents for the Branch/unit head. Facilitate the procurement of goods and services. Develop and administer branch tracking systems, including on submissions, SCM, incoming and outgoing correspondence etc. and coordinate information management and storage of records and relevant documentation. Management /supervision of staff in the unit.

**ENQUIRIES** : Mr M Lehong, Tel No (012) 312-0540