

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 02 September 2022 at 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 only 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 31/123** : **DEPUTY DIRECTOR: PROJECT ADMINISTRATION REF NO: 029/2022**
Directorate: Presidential Hotline
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration 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 in Public Administration / Monitoring & Evaluation/ Project Management or equivalent relevant qualification plus 6 years appropriate experience of which 3 years should be at ASD or equivalent level. High level of computer literacy and sound knowledge of the Microsoft suite of applications are essential. Knowledge of government policies and prescripts. Should possess skills in: financial management, planning and organization, communication, motivational skills and project management skills. A valid driver's license. Good interpersonal relations.
- DUTIES** : Responsible project administration and project management support to the Director of Presidential Hotline. For project administration support to the Directorate Presidential Hotline. Develop, implement and monitor, in support of the Director, resource management systems, HR management systems and performance management systems, Support the Director in managing the planning functions for the Directorate (strategic plans, annual plans, operational plans), Develop and maintain good records keeping systems, Provide support for the setting up and operationalising of performance monitoring systems for the unit, Provide support for quality production of all external reports and communication, Co-ordinate National and Provincial stakeholder forums and ensure reports are compiled and follow ups are made and Assist the line function units in achieving their outputs by contributing to team projects.
- ENQUIRIES** : Mr M Lehong Tel No: 012 312 0540
- POST 31/124** : **DEPUTY DIRECTOR: OD, HR PLANNING & ADMINISTRATION REF NO: 030/2022**
- SALARY** : R744 255 - R876 705 per annum, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF 6 qualification in Human Resource Management, Organisational Development and Work Study, Organisational Psychology, Business Administration, Public Administration or related fields plus 6 years' experience in the various disciplines related to Human Resource and Organisational Design of which 3 to 5 years must be at junior management (Assistant Director) level. A relevant NQF 7 qualification will be an added advantage. The following key competencies are essential: Knowledge of Recruitment & Selection, Conditions of Service & Service Benefits and Planning & Organising. High level of computer literacy and sound knowledge of the Microsoft Office suite, HR Administration and Practices. Good knowledge/understanding of HRM legislative framework and prescripts and Employment Equity Systems. Proven applied knowledge of HR policy development and maintenance in terms of relevant legislative framework. Knowledge and experience of the EVALUATE Job Evaluation system and training as a JE Analyst would serve as an advantage. Working knowledge of PERSAL is essential. Good communication and report writing skills. Ability to work under pressure and meet tight deadlines. Problem solving and decision making. Apply ethics and integrity in the area of work. Reliability. Innovative and creative. Flexibility. Teamwork.
- DUTIES** : The successful candidate will be responsible to manage and co-ordinate the implementation of OD, HR Planning, Recruitment and to ensure effective and efficient human resource administration in the Department. This entails ensuring the implementation of timeous and effective HR Administration service and provide advice on HR related Legislative and collective agreements. Facilitate an effective Recruitment & Selection service. Ensure

the implementation of timeous and effective Organisational Design (OD) and Job Evaluation (JE) services. Ensure the development, implementation and reporting of Human Resource planning strategies, systems & processes (HR Information Management). Management of the Sub-directorate: OD, HR-Planning & Administration.

ENQUIRIES : Ms M Masilela Tel No: 012 312 0471

POST 31/125 : **APPLICATION DEVELOPER REF NO: 031/2022**
Directorate: Business Applications Development & Support

SALARY : R321 543 – R378 765 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF 6) in Computer Science/ Information Technology/ Informatics or equivalent with 4 years appropriate experience of which 2 years' experience must be in Database design and development; Document Management Systems; Web application development and 2 years at supervisory level. The ideal candidate must have knowledge of MS SQL Server web application development technologies (VB/C#, ASP/ASP.NET, HTML; JavaScript). Must have technical skills and knowledge of coding. Sound knowledge of the Microsoft Office suite and SharePoint is essential. Sound knowledge of document management systems, and document classification methodologies. Demonstrate end-to-end understanding of Systems Development Life Cycle (SDLC) methodology. Must be a creative thinker and have Problem solving skills. Must be flexible and reliable.

DUTIES : The successful candidate will be responsible for maintenance and support of web based Applications including SharePoint portals. This entails performing systems analysis, designing, developing and testing of applications based on user requirements. Provide support to users with regards to systems issues, Training and implement security measures to safeguard information and documents against unauthorized access. Performing database design and backups and restoring, deploying and monitoring web applications. Assist with the acquisition and manipulation of information on databases. Updating content for departmental portals, website and intranet. Participate in ICT research and innovation in order to ensure concurrency of systems. Supervise staff.

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

POST 31/126 : **SENIOR SUPPLY CHAIN OFFICER: TENDERS & REQUEST FOR PROPOSALS REF NO: 032/2022**
Sub-Directorate: Procurement Services

SALARY : R321 543 - R378 765 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3 years tertiary qualification (NQF 6) in Supply Chain Management/ Logistics/ Finance with at least 4 years relevant experience of which 2 years must be in SCM and 2 years at supervisory level. Must have knowledge of SCM procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications is essential and LOGIS. 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 skills. 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. Must have knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations as well as Supply Chain procedures and policies.

DUTIES : The successful candidate will be responsible to implement an effective and efficient demand and acquisition management system within the Department. This entails serving as an advisor at specification meetings and drafting the terms of reference, bid specifications and special conditions of contract: Approving of specifications and or terms of reference and conduct briefing sessions and advertising of bids. Administration of tenders and advisor at bid evaluation committee meetings: Evaluated Bids, awarding of Bids and signing of Service Level Agreement. Ensure compliance of all quotations, RFP and

ENQUIRIES

tenders in terms of the relevant legislation and delegations: Ensuring compliance with Legislation, contract Registration Application on Tender E-Portal (CRA) and update deviation register. Supervise junior staff members.
Ms M Masilela Tel No: (012) 312-0471