

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, 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** : 30 September 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 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. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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.

MANAGEMENT ECHELON

<u>POST 35/137</u>	:	<u>DEPUTY DIRECTOR - GENERAL: CORPORATE SERVICES REF NO: 034 /2022</u> Branch: Corporate Services
<u>SALARY</u>	:	R1 544 415 per annum (Level 15), all-inclusive salary 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate SAQA recognised undergraduate qualification (NQF 7) and a post graduate qualification (at NQF 8), in either Public Administration, Social Science, Business Management, Law, Strategic Management, Human Resources or Finance or equivalent. Successful completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. A Master's Degree (NQF level 9) will be an added advantage. Minimum of 10 years' appropriate experience with at least 8 years proven experience as a member of the SMS and a valid driver's license. Demonstrable public sector leadership acumen. Being able to communicate effectively with excellent people management skills, balanced with demonstrable requisite technical skills. Deep knowledge of the Government legislative framework, Public Service legislative and Policy Framework, Government Medium Term Strategic Framework linked to the National Development Plan, Advanced knowledge of public policy analysis and policy development process, Stakeholder management and coordination, Strategic thinking and leadership, Research skills, Financial and Human Resource Management. Knowledge of the Public Service Act (PSA), Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Competencies & Skills: Management skills including people management and empowerment, and involvement in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial, Computer and project/programme management skills. Personal Attributes: The incumbent must be assertive, self-driven, innovative, client and solution orientated and able to work under stressful situations.
<u>DUTIES</u>	:	The successful incumbent will be responsible for rendering corporate services to the Department. Ensure that all Chief Directorates and Directorates under Corporates Services Branch provides adequate support to the Department in line with its mandate, vision and mission, this entails provision of co-ordinated strategic and administrative support to the Department; Manage the provision of integrated planning and programmes by ensuring the development of strategic and operational planning in line with the departmental objectives. Oversee the provision of communication services by ensuring the development and implementation of communication strategies, policies and procedures. Manage Human Resources, Security, Facilities and Legal Services, Manage the provision of information communication and technology management services. Development and Management of the Strategic Plan, Annual Performance Plan and MTSF project deliverables. Manage internal Organisational Efficiencies and Compliance, Monitoring & Evaluation. Co-ordinate all administrative inputs to all external and internal strategic control points, including the Ministry, Parliament and Audit Committee. Manage back-end Corporate Services support functions. Manage the branch and its deliverables against the expected Annual Targets and Projects. Manage the budget of the branch in support of business goals and ensure consistent expenditure against plans over the financial year. Undertake various other tasks associated with this role as may be required. Ensuring the Branch's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. Ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement and ensuring sound corporate governance mechanisms for the Branch.
<u>ENQUIRIES</u>	:	Ms S Mbeleki Tel No (012) 312-451