

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent / 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, 0001 (please quote the relevant post and reference number). Emailed applications will not be accepted. Internal employees who previously applied are encouraged to re-apply.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 04 November 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 40/79** : **SECTOR EXPERT: SOCIAL COHESION, PROTECTION AND GENDER REF NO: 047/2022**
Chief Directorate: Social Cohesion, Protection and Gender
- SALARY** : R882 042 per annum (Level 12), (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.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate 3-year tertiary qualification (NQF 7) with at least 6 years' experience in Social Cohesion, Gender and Disability of which 3 years should be at ASD level (supervisory level). A valid driver's licence. Competencies / Skills: Strategic ND analytical skills, Monitoring, evaluation and policy analysis competencies as well as good interpersonal skills and sound human relations; capable of producing good quality of work, excellent report writing skills, communication skills, reliable; have initiative and be able to work with minimal supervision; flexible and have the ability to work with the team; planning, execution, and leadership skills with the ability to delegate and empower subordinates; management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated, reliable and able to work under stressful situations and the ability to maintain high levels of confidentiality. Must be willing to travel extensively and work beyond normal working hours.
- DUTIES** : The successful candidate will be responsible to provide technical support to the Senior Sector Expert in planning, monitoring and evaluation of the implementation of the Social Cohesion, Gender and Disability Sector and related activities. This entails: supporting the implementation of the NDP Chapter aimed at Transforming Society and Uniting the Country, monitoring the implementation of the Medium-Term Strategic Framework (MTSF) under Priority 6 (Social Cohesion), supporting the coordinating department and implementing partners for the delivery of Priority 6 (Social Cohesion), the implementation of the National Strategic Plan On Gender Based Violence and Femicide (NSP on GBVF) and the White Paper on the Rights of Persons with Disability. The incumbent will also assist in monitoring the implementation of the Youth Development Agenda; attending to the delivery and implementation forums for priority 6 (Social Cohesion), providing inputs and analysis for Executive reporting and supporting of the delivery of other unit's priorities in relation to Social Cohesion Gender and Disability. Stakeholder engagement and management both internal and external are part of duties to be undertaken by the incumbent as well as conducting physical monitoring visits to projects and produce reports; developing of a knowledge base of best practices in social cohesion and nation building; providing inputs in policy development within the field of social cohesion, nation building and transformation and managing Finance and Human Resource related issues within the Units.
- ENQUIRIES** : Mr M Lehong Tel No: (012) 312-0540
- POST 40/80** : **APPLICATION DEVELOPER REF NO: 048/2022**
Directorate: Business Applications Development & Support
- SALARY** : R321 543 – R378 765 per annum (Level 08), plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF 6 qualification in Computer Science/ Information Technology/ Informatics Qualification or equivalent with 4 years' relevant experience within Systems and Database development; Document Management Systems; Web application development. 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 Share Point 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.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471
- POST 40/81** : **STATE ACCOUNTANT: SUBSISTENCE & TRAVEL MANAGEMENT (S&T)**
REF NO: 049/2022
Unit: Salaries Tax and S&T
- SALARY** : R261 372 – R307 890 per annum (Level 07), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 06) in Financial Management or equivalent with at least 3 years appropriate experience of which 1 year must be at supervisory level. Should have knowledge and experience of PERSAL and BAS with high level of computer literacy. 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. Must have the ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.
- DUTIES** : The successful candidate will be responsible for rendering S & T services to the Department. This entails: Subsistence and Travel Claims: verifying and authorising S&T claims in line with the relevant policies and procedures. Foreign Advance and Claims: Ensure all foreign advances and claims are verified based on adequate supporting documentation. Authorise foreign advances and claims. Implement deductions to clear suspense accounts in line with the PFMA and Treasury Regulations. Authorisation of Sundry payments on BAS: Ensure all payments are authorised accurately on Supplier, amount, invoice number and adequate supporting documentation. Ledger accounts and reporting: Ensure all journals are accurately verified and authorised on Bas within 3 working days and all monthly reports are submitted within 2 days. Supervision and training of subordinates.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471