

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. Internal employees who previously applied are encouraged to re-apply.
- CLOSING DATE** : 02 December 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.

OTHER POST

POST 44/195 : **ASSISTANT EVALUATION SPECIALIST REF NO: 054/2022**
Chief Directorate: Evaluation

SALARY : R491 403 – R578 844 per annum (Level 10)
CENTRE : Pretoria

REQUIREMENTS : A relevant 3-years tertiary qualification (NQF 6) in Social/Economic Sciences/Research/Evaluation or equivalent with at least 5 years' relevant experience of which 3 years' experience must be in evaluation / research and 2 years' experience must be at supervisory level. An NQF 7 qualification and/or specialist training courses and Knowledge of the National Evaluation System will serve as an added advantage. Knowledge and skills: The successful candidate should have good knowledge of qualitative & quantitative research methodologies supported by strong evaluation/research background. Be able to operate successfully with high-level staff in government. Should be credible in the academic research environment. Possess good understanding of government across the three spheres (National, Provincial and Local). Possess practical experience of undertaking evaluations. Should have Project / Programme Management and financial management skills. Good interpersonal relations, planning & organising and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) and report writing are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the possess the ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff.

DUTIES The successful incumbent will be responsible to support evaluations and the development of the evaluation system. This entails supporting Senior Evaluation Directors through project management of specific evaluation assignments and undertaking analytical activities for evaluations, reviewing evaluation documents and monitoring improvement plans. Initiating and undertaking review of technical elements of the evaluation system. Supporting and presenting to provinces and other stakeholders on evaluation practice. Facilitate procurement for evaluation projects & elements, and render effective and efficient management/supervision of Human Resources.

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