

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** : 09 December 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. 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, facilitated 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 POSTS

- POST 45/166** : **SPECIALIST: PLANNING ALIGNMENT REF NO: 056/2022**
Chief Directorate: Planning Alignment
- SALARY** : R908 502 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) in the areas of Social Sciences, Development Studies, Public Administration, Economics or Commerce or related field with at least 6 years' appropriate experience of which 3 years should be in the areas of strategic planning, M&E and/or budgeting frameworks of which 3 years should be at ASD level. An NQF 8 qualification will be an added advantage. Competencies / Skills: The ideal candidate should have knowledge of Strategic Planning Processes; Monitoring & Evaluation Frameworks; Basic Research Methodologies and Government Budgeting Frameworks. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have 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 and able to work under stressful situations and the ability to maintain high levels of confidentiality.
- DUTIES** : The successful candidate will be responsible to provide support with the oversight and direction of Strategic Plans and Annual Performance Plans, reporting and implementation programme in government. This entails analysing the draft Strategic Plans and Annual Performance Plans of departments, liaise and report accordingly; Analyse QPR of national departments, contribute to the development of Frameworks and Guidelines for QPR; Strategic Plans and Annual Performance Plans and providing administrative, logistical support and training w.r.t. medium term planning for national departments. Conduct quarterly performance reviews, dialogues, training and report accordingly and Provide support to the Senior Planning Specialist, Ensuring the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Chief Directorate.
- ENQUIRIES** : Mr M Lehong Tel No: (012) 312-0540
- POST 45/167** : **DEPUTY DIRECTOR: FSD IMPLEMENTATION REF NO: 057/2022**
Directorate: FSD Implementation
- SALARY** : R908 502 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 qualification (NQF 6) or relevant and equivalent qualification with a minimum of 6 years' appropriate experience of which 3 years must be at supervisory level (Assistant Director or equivalent) in government performance management programmes. A Higher qualification (NQF 7) will be an added advantage. Must have a valid Driver's Licence. Must have knowledge of Monitoring and evaluation, statistics, technology, social sciences, knowledge management, programme design, project management and data management. Knowledge of government prescripts, policies, practices, government programmes and systems are required. In-depth knowledge of legislative frameworks such as Constitution of the Republic of South Africa; Executive Members Ethics Act, Public Service Act; Public Finance Management Act, related regulations and other government legislations & prescripts. Competencies/Skills: The successful candidate must also possess leadership, research and report writing, problem solving skills, ability to work under pressure, ability to communicate across various levels of

government, advanced computer literacy, negotiation, interpersonal, analytical and project management skills.

DUTIES

: The successful candidate's responsibilities will include: To effectively plan, implement monitoring and reporting systems in the management of the national frontline service delivery monitoring programme. Providing support for the provincial Frontline Service Delivery Monitoring (FSDM) visits and interventions that may be required. This will involve conducting FSDM visits with Offices of the Premier and providing technical support to provinces for the planning, implementation and monitoring of the frontline service delivery monitoring. Provide support to Executive Monitoring by Political Office Bearers. Produce quality reports on the monitoring visits. Data and trend analyses of the monitoring reports. Identify good practices (knowledge sharing products) and assist with documenting of these. Identify cases in need of intervention and assist with planning and monitoring of the intervention.

ENQUIRIES

: Mr M Lehong Tel No: 012 308 0331