

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. Internal employees who previously applied are encouraged to re-apply.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 19 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 by 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 46/263</u>	:	<u>CHIEF DIRECTOR: LOCAL GOVERNMENT AND HUMAN SETTLEMENTS (REF NO: 058/2022)</u> Branch: Sector Monitoring (Re-Advertisement)
<u>SALARY</u>	:	R1 308 051 per annum (Level 14), (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 A relevant qualification (NQF level 7) as recognised by SAQA in the Build Environment, Local Government, Human Settlements, or equivalent. A post-graduate qualification (NQF level 8) in Economics or Development Planning or similar will be an added advantage. A valid driver's licence. Minimum of 10 years' experience in the areas of Local Government & Human Settlements with at least 5 years proven experience as a member of the Senior Management Service (SMS) in the Public Service or equivalent. Demonstrable leadership acumen. Extensive knowledge and experience in planning, policy formulation and analysis as well as monitoring and evaluation in the Local Government & Human Settlements sectors is a key requirement. Deep understanding of key local government and human settlement, governance, legislation and regulatory frameworks as well as the policy imperatives of government, including relevant public sector prescripts. Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience 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 skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Good computer literacy skills. 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.
<u>DUTIES</u>	:	The incumbent of the post will be responsible for managing, developing, reviewing and supporting detailed planning, implementation, monitoring & evaluation of the Medium-Term Strategic Framework (MTSF) and National Development Plan (NDP) with regard to but not limited to basic service delivery, human settlement development and governance in Local Government and Human Settlements. Managing and coordinating sector specific research. Monitoring and Evaluating the implementation of set priorities and targets and formulating intervention strategies in consultation with relevant stakeholders. Providing technical advice and support to political principals and other governance structures and bodies. Manage the maintenance and implementation of the Local Government Management Improvement Model (LGMIM). Fulfil the Chief Directorate's statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient operational plan and annual performance plan for the Chief Directorate. Ensuring of effective and efficient management of procurement, equipment and facilities within the Chief Directorate and ensuring of sound corporate governance mechanisms for the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr I Chappell Tel No: (012) 312-0476

- POST 46/264** : **SENIOR EVALUATION SPECIALIST REF NO: 059/2022**
CD: Evaluation
- SALARY** : R1 105 383 per annum (Level 13), (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** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or Advanced Diploma (NQF level 7) in Social or Economic Sciences, Research or equivalent. At least 6 years' relevant experience in evaluation and or research of which 5 years should be at MMS (Deputy Director or equivalent) level. An NQF level 8 qualification and/or specialist training courses will be an added advantage. The successful candidate will have a strong research background and proven record of applying qualitative and/or quantitative methodologies. Ability to operate successfully with high-level staff in government. Having published in peer reviewed academic journals will be an added advantage. Good understanding of government across the three spheres (National, Provincial and Local). Practical experience of undertaking at least five evaluations or research assignments. Should have Project / Programme Management and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and be able to work under stressful situations and have the ability to maintain high levels of confidentiality. Ability to manage/supervise staff.
- DUTIES** : The successful incumbent will be responsible for implementing the National Evaluation Policy Framework (NEPF) by supporting the development of the National Evaluation Plan (NEP) and its implementation by implementing the allocated NEP activities. This would involve identifying, conceptualising, designing and carrying out specific evaluations. Liaising with sector experts and relevant departments, entities and stakeholders throughout the evaluation cycle. Facilitate the use of evaluation evidence throughout the policy cycle. Providing technical support to all spheres of government around evaluation practice. Participate in the national Evaluation Advisory Committee (EAC). Development of technical guidelines and standards in order to support institutionalisation of the National Evaluation System (NES) in all spheres of government and state-owned entities.
- ENQUIRIES** : Mr I Chappell Tel No: (012) 312-0476

OTHER POST

- POST 46/265** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: 060/2022**
Office of the Director-General
- SALARY** : R393 711 – R463 764 per annum (Level 09), Contract plus 37% in leu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF level 6) in areas of Public Administration, Secretarial or equivalent with at least 3 years appropriate experience in rendering high level administrative support to Senior/ Executive Management. Experience in a busy Executive Office rendering personal assistance as secretarial support will serve as an added advantage. Should possess the following skills: Telephone etiquette, Knowledge & understanding of relevant policies, prescripts, ability to apply technical/ professional skills. High level of responsibility. 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. Must have the ability to delegate and empower junior staff members. Must have knowledge of the PFMA, Treasury Regulations, Public Service Act and Public Service Regulations.
- DUTIES** : The successful candidate will be responsible for rendering administrative support services to the Director-General and ensure effective functioning of the DG's Office. This entails diary management, rendering administrative office

support services: manage information flow, filing & safekeeping of documents, collate information & compile reports, scrutinise submissions and respond to enquiries. Managing all logistical arrangements for the DG: Travel & subsistence allowance, procurement. Providing secretarial support to the DG's meetings: prepare agenda, minutes, scrutinise documents, determine follow-up action & prepare briefing notes. Administering the DG's Office budget: coordinate financial documents, keep record of expenditure commitments, liaise with CFO's Office & assist with budget preparation. Scrutinise and study public service & departmental policies & prescripts and advice accordingly.
Ms M Masilela Tel No: (012) 312-0471

ENQUIRIES

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