

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.
- CLOSING DATE** : 10 February 2023 @ 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.

OTHER POSTS

- POST 03/129** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: 03/2023**
Sub-Directorate: Procurement Services
- SALARY** : R393 711 – R463 764 per annum (Level 09), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant NQF 7 qualification or equivalent with at least 5 years' experience in Supply Chain Management of which 3 years should be at a supervisory level. The successful candidate will have demonstrated an in-depth knowledge of the SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Sound knowledge of LOGIS and Microsoft Office applications (especially Microsoft Excel) is essential.
- DUTIES** : The successful incumbent will be responsible to coordinate, review, undertake and implement the Supply Chain Demand and Acquisition Management Unit aligned with the SCM framework and policies through research, analysis and planning of procurement requirements, the collating of information for the annual procurement plan ensuring funds are available. The role of advising and compilation of specifications and evaluations of quotations and tenders. This entails: SCM Management Performance: Ensuring approval and authorization of quotations and tenders: Ensuring the deviation register is updated monthly with supporting documents and condone letters where applicable. Operations Performance: Ensure all quotations and tenders comply to delegations and legislations: All procurement database information must be tracked, updated and verified at least weekly. Government and Internal Controls: Updating of policies and respond to audit queries, internal control and risk management. Operational functions: Monitoring and overseeing of requests for quotation, proposal and tenders- process to meet SCM time lines as per the SCM metrics. Overall supervision and training of the Unit.
- ENQUIRIES** : Ms M Masilela Tel No: 012 312-0471
- POST 03/130** : **SENIOR SUPPLY CHAIN OFFICER: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 04/2023**
Unit: Assets, Fleet and Mobile Accounts
- SALARY** : R331 188 - R390 129 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 6) in Logistics, Supply Chain Management or equivalent with at least 4 years' experience in SCM of which 2 years must be in Assets & Fleet and 2 years at supervisory level. Must have a valid driver's license. Must have knowledge of Assets and Fleet procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications are essential and LOGIS. 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 skills. 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. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations as well as Supply Chain procedures and policies.
- DUTIES** : The successful candidate will be responsible to provide effective and efficient assets, fleet and mobile accounts management services to the Department. This entails provisioning of assets maintenance in the department: Repairs of assets ensured where necessary; Updating of asset register and the recording and barcoding of new assets ensured; Disposal of assets properly administrated; Asset verification accurately done annually and regular reporting on assets on time. Provisioning of fleet management services in the department: General maintenance of lease and departmental vehicles, as well as high level vehicles ensured; Up-keeping and general management of the entire fleet provided; Hiring of vehicles when needed (e.g. when ministerial vehicles are in for services) and regular reporting on financial matters/

implications regarding the fleet on time. The provisioning of mobile accounts management for the department: Proper maintenance of cell phone records ensured; Support provided with the process of payment of mobile accounts and monitoring of usage effectively administered and supervision of staff: The allocating and checking of work; The authorising of work (quality control and sign off); Formal disciplinary authority and performance Management and Development.

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

POST 03/131 : **SENIOR STATE ACCOUNTANT: SALARIES & TAX REF NO: 05/2023**
Unit: Salaries Tax and S&T
(Re-Advert). Applicants who previously applied are encouraged to re-apply.

SALARY : R331 188 - R390 129 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 06) in Financial Management, Accounting or equivalent with at least 4 years appropriate experience of which 2 years must be in Financial Management and 2 years at supervisory level. Should have extensive knowledge and experience of PERSAL and BAS and a 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 providing financial administrative and operational services within the Department. This entails: Authorizing Salary payments: Accurate verification and authorisation of all salary, audit committee and commissioner payments. Authorization of Tax transactions: Accurately Bi-annual and annual reconciliations are done and signed off within the prescribed dates determined by SARS. Pay over of the manual tax deductions to SARS as prescribed. Reporting, Ledger accounts and payroll: Ensure all outstanding transaction are followed up, cleared and all journals are accurately compiled and captured on BAS. Manage Payroll on a monthly basis. Annual and Interim financial statements. Accurate IFS and AFS inputs and supporting documents submitted. Supervision and training of subordinates.

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