

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** : 19 April 2023 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.

OTHER POSTS

- POST 12/87** : **SPECIALIST: MEDIA LIAISON, CONTENT DEVELOPMENT AND SPEECH WRITING**
REF NO: 15/2023
Directorate: Marketing and Communications Services
- SALARY** : R766 584.per annum (level 11) (All-inclusive remuneration 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 three-year qualification (NQF Level 7) in Journalism/ Communication/ Marketing/ Language and Literature or related. At least 5 years' experience in the communication

environment of which 3 years must be at ASD level. Experience in Media, advertising, PR, media buying, marketing and branding will be an added advantage. Must have knowledge of stakeholder relations, disciplinary knowledge in Communication and Marketing, excellent writing, research and editing skills. Presentation skills, Report writing skills, High level of computer literacy and sound knowledge of the Microsoft Office suite. Ability to apply technical/ professional skills. Ability to accept responsibility and take initiative, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must be creative and 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.

DUTIES : The successful candidate will be responsible to provide media liaison, content development and speech writing. This entails writing speeches and produce briefing notes for the principals: Write speeches and briefing notes for the Minister, Deputy Ministers and Director General. Editing: Facilitate editing of all Departmental documents that are earmarked for external publication. Providing media liaison and monitoring support: Produce media liaison plan for outreach activities. Developing content for social media platforms: Produce monthly content grid for social media platforms. Producing Quarterly External Newsletter: Develop content grid for the newsletter.

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

POST 12/88 : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 16/2023**
Office of the Director-General

SALARY : R766 584.per annum (level 11) (All-inclusive remuneration 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 NQF 6 tertiary qualification in the areas of Public Administration, Office Management/Administration or related field. At least 3 years' experience at ASD level. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills and high level of computer literacy and sound knowledge of the Microsoft Office suite, 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.

DUTIES : The successful candidate will be responsible to Provide administration and secretarial support in terms of the responsibility of the Minister. This entails monitoring and facilitate Cabinet matters. Coordinate the inter-ministerial committees chaired by the Minister. Handle international engagements of the Minister. Provide administrative support to the office of the Minister.

ENQUIRIES : Ms M Masilela, Tel: 012 312 0471.

POST 12/89 : **MINISTRY ADMINISTRATIVE SUPPORT AND CO-ORDINATION REF NO: 17/2023**
Office of the Director-General

SALARY : R766 584.per annum (level 11) (All-inclusive remuneration 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 NQF 7 tertiary qualification in the areas of Public Administration, Office Management/Administration, or related field. At least 5 years appropriate experience of which 3 years must be in Administration and 2 years at ASD level. An NQF 8 tertiary qualification will serve as an added advantage. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills, and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills and high level of computer literacy and sound knowledge of the Microsoft Office suite, 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.

DUTIES : The successful candidate will be responsible to provide administrative support to the Office of the Minister. This entails provisioning of administrative support services to the

Ministry. Provide financial and procurement support to the Ministry. Perform secretariat functions for management meetings within the Ministry. Assist with coordination of special projects administration and provide logistical support for the Ministry.
Ms M Masilela, Tel: 012 312 0471.

ENQUIRIES

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POST 12/90

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SENIOR COMMUNICATION OFFICER REF NO 18/2023
Directorate: Marketing and Communications Services

SALARY

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R331 188.per annum (level 8) plus benefits.

CENTRE

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Pretoria

REQUIREMENTS

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An appropriate NQF 7 qualification in Journalism/ Communication/Marketing/ Languages and Literature or related. At least 3-5 years' experience in communication. Must have script writing, research and editing, communication and multimedia platforms skills. Should possess the following skills: Presentation skills, Report writing skills, High level of computer literacy and sound knowledge of the Microsoft Office suite. Ability to apply technical/ professional skills. Ability to accept responsibility and take initiative, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must be creative and have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources.

DUTIES

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The successful candidate will be responsible to provide media liaison, multimedia and communication services. This entails providing videography and photography services: Provide photographic and video graphic services during the departmental events and outreach activities. Supporting the implementation of the social media strategy and plan: Produce short video clips for social media uploads. Supporting the production of external and internal newsletters: Write articles for the external and internal newsletter and submit within the stipulated deadlines. Supporting media liaison and engagement activities: Media mobilisation for all Departmental activities. Supporting media monitoring activities: Daily media monitoring.

ENQUIRIES

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Ms M Masilela, Tel No (012) 312-0471.