

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- 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) or via link: <https://affirmativeportfolios.co.za/dpme>. Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 19 June 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 POST

- POST 19/65** : **SENIOR INFORMATION AND VETTING OFFICER REF NO: 28/2023**
Unit: Security Management
- SALARY** : R359 517 – R420 402 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 6) in Security Management/
Information Security Management or related with at least 4 years' experience
in information and vetting administration field. SSA Security management/
Security Vetting course will serve as an added advantage. Skills and
competencies: Knowledge of information and document security. Sound
knowledge of applicable legislation, policies and practices. Ability to apply
technical/ professional knowledge and skills. Ability to accept responsibility for
own area of work, 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, ability to manage
(planning and Execution); good leadership skills; ability to Manage/Control
financial resources.
- DUTIES** : The successful candidate will be responsible to render effective staff vetting
services. This entails administering of the filing system for all security
documents within the Department; rendering of administrative support services
and providing of the support to the Head of the Unit and other staff regarding
security operational meetings: liaise with the State Security Agency on vetting
matters particular in relation to administrative systems and processes and
ensuring of the classification of documents. Enforcing information and
document security within the Department: Facilitate implementation of
classification of documents through continuous communication with
directorates; ensure proper storage of classified documents is provided to the
officials; ensure that information security audits and afterhours inspections are
conducted and implement the recommendations. Ensure that Technical
Surveillance Counter Measures (TSCM) is conducted by SSA.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471 / Eugene Geldenhuys or Destiny
Penniken Tel No (011) 883 5035