

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Private Bag X944, 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** : 26 June 2023 @ 16:30
- WEBSITE** : [www.dpme.gov.za](http://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 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. 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. 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](http://www.dpsa.gov.za).

## OTHER POST

- POST 20/216** : **ASSISTANT SPECIALIST: PLANNING COORDINATION REF NO: 29/2023**  
CD: Planning Coordination
- SALARY** : R527 298 per annum (Level 10), plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification (NQF 7) in Social Sciences, Commerce or Economics with at least 5 years experience in the field of strategic planning, public administration and/or public finances, budgeting frameworks. An Honours Degree/ Advanced Diploma (NQF 8) in Social Science, Economics or Commerce will serve as an added advantage. A valid Driver's License. Should have knowledge of the NDP/MTSF; basic research methodologies and strategic, operational planning and budgeting frameworks. Should have strong

knowledge of Ms Office Suite, advanced Excel, advanced numerical, data and analytical, conceptual and problem solving skills, communication and interpersonal skills and ability to perform independently and in a team and under pressure. Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

**DUTIES**

: The successful candidate will be responsible to provide support to oversight function with regard to long and medium term National and sector development plans and priorities. This entails assisting with the assessment and implementation of short and medium term plans to inform planning and assisting with the assessment of inter-sectorial matters and develop appropriate strategies, policies for convergence of plans. Liaising with national, provincial and local government structures, agencies and stakeholders; assisting with the development of sectorial roadmaps towards the achievement of long term goals and objectives and conduct research on developmental aspects of sector and develop planning. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate in supporting capacity. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.

**ENQUIRIES**

: Mr Makhanane Lehong Tel No: (012) 312-0450