

## 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 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** : 04 August 2023 at 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 25/58** : **SPECIALIST: LOCAL GOVERNMENT REF NO: 34/2023**  
Chief Directorate: Local Government and Human Settlements
- SALARY** : R958 824 per annum (Level 12), 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** : An appropriate 3-year tertiary qualification (NQF 7) in Municipal Administration/Public Administration economic or social sciences with specialisation in governance matters with at least six years of appropriate experience, of which three years should be in managing programmes from ASD level. An NQF 8 qualification, specialised training/courses and/or knowledge and experience in governance will be an added advantage. Applicants should also possess the following Competencies / Skills: Project /

Programme Management skills; Understanding of current issues in the local government sector legislation, policies and practices; Knowledge of local government prescripts, policies and practices and programmes and experience in performance monitoring and/or management. Should be able to produce good quality work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with a team. Planning and execution, leadership skills, delegating and empowering subordinates. Should have management skills and be able to control financial resources and supervise staff. 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 and maintain high levels of confidentiality. Willingness to travel and work irregular hours and a valid Driver's License.

**DUTIES**

: The successful candidate will be responsible for supporting the development, implementation and maintenance of a municipal performance assessment system assessing management and administrative practices in municipalities. This entails assisting in the design and updating of relevant performance standards and criteria for specific management areas through the practical application of the tool; Supporting and giving guidance and oversight on activities in respect of administering the performance assessment tool; Assisting in carrying out the regular performance assessment of individual municipalities and collect and analyse data from a wide range of sources to inform the performance assessment of individual municipalities. Assist in the capturing and consolidation of the assessment scorecards; Assist in liaising with provinces regarding the development and monitoring of improvement plans; Support reporting on activities and findings to key stakeholders and interested and/or affected parties; Support collaboration with DCoG, National Treasury, provincial departments of local government, sector departments and Offices of the Premier to do the above and assist with ad hoc projects as and when required.

**ENQUIRIES**

: Mr M Lehong Tel No: (012) 312-0540