

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 apply via link: <https://affirmativeportfolios.co.za/dpme>. Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 14 August 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 POST

- POST 26/92** : **SENIOR PERSONNEL OFFICER: HRD REF NO 36/2023**
Sub-Directorate: HR Utilisation & Development
- SALARY** : R241 485 per annum (Level 06), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3-year relevant tertiary qualification (NQF 6) in the areas of Human Resources Development/ Training and Development/ Human Resources Management or equivalent and at least 1-2 years appropriate experience in Human Resources Development. High level of computer literacy and sound knowledge of the Microsoft Office suite. Knowledge of HRM/D legislation and policies, knowledge of the concept in the field of HRD. Good communication, planning and organising skills. Proven computer literacy, including Ms Word and Ms Excel. Good presentation skills and report writing skills. Ability to pay attention to detail and work within deadlines.
- DUTIES** : The successful candidate will be responsible to render HRD service in the Department. This will include: Assist to arrange short courses, conferences and seminars. Assist with Learnerships, internships and experiential training programs. Assist to coordinate the Departmental Induction and Compulsory Induction Programme (CIP). Assist with the support in relation to the Training policy, HRD plan, WSP and relevant legislative frameworks. Assist with HRD administrative support including bursary administration.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312- 0471 or Email: Mary@dpme.gov.za