

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 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** : 21 August 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 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.

OTHER POSTS

- POST 27/64** : **ASSISTANT DIRECTOR: EXECUTIVE MONITORING REF NO: 38/2023**
Directorate: Executive Monitoring
- SALARY** : R527 298 per annum (Level 10), plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year tertiary qualification (NQF 6) with at least 5 years' appropriate experience of which 3 years must be in Monitoring & Evaluation and Development Planning and 2 years at supervisory level. Driver's license is a requirement. Should possess high level skills in: report writing, project management, community and development planning, sound knowledge of the Microsoft Office suite (including excel and power point). 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 in providing administrative and logistical services to the Directorate: Executive Monitoring. This entails rendering a general logistical and programme / project management related support to the Directorate. Conduct research relating to special projects. Assist in stakeholder engagement on priority projects and ensure appropriate requisite and functional systems are in place for the monitoring of projects. Assist with the updating and maintaining of tools and guidelines for the Executive Monitoring Support programme and assist with the development, communication and distribution of Special Projects knowledge products.
- ENQUIRIES** : Mr M Lehong Tel No: (012) 312-0540
- POST 27/65** **SENIOR EVALUATION OFFICER REF NO: 39/2023**
Chief-Directorate: Evaluation
- SALARY** : R359 517 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 tertiary qualification in the areas of Social Sciences/Public Administration or relevant, with at least 4 years work experience of which 2 years should be in the areas of Research or Monitoring & Evaluation. A relevant NQF level 8 qualification with Research or Monitoring & Evaluation will be an added advantage (indicate modules completed on the CV). Should possess the following skills; contextual knowledge and understanding of government, ethical conduct, interpersonal skills, evaluative or research discipline and practice, problem solving, report writing and communication. Ability to accept responsibility, work independently and produce good quality work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills. Good computer literacy and project management skills. Travelling is not extensive, but must be willing to travel as and when required. Must have valid Driver's License.
- DUTIES** : The successful candidate will be responsible for supporting evaluations as well as development of the national evaluation system. This involves supporting the Assistant Evaluation Specialist in working with all spheres of government on specific evaluation assignments. Undertaking research or analytical activities for evaluations, organising meetings, minutes taking, participating in commissioning of evaluation or research assignments, reviewing evaluation/research documents and monitoring improvement plans. Support the Assistant Evaluation Specialist with provincial evaluation plans. Undertake certain evaluation assignments directly. Undertake development work towards technical elements of the evaluation system. Support procurement processes for evaluation projects. Undertake evaluation communication assignment.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312 0471