

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



APPLICATIONS

Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, 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).

CLOSING DATE

28 November 2025 @ 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 Z83 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. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. 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. 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

POST

: **DEPUTY DIRECTOR: PROCUREMENT REF NO: 12/2025**
Sub-Directorate: Procurement Services

SALARY

: R896 436.00 – R1 055 958.00 per annum (Salary level 11) 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

MINIMUM REQUIREMENTS

A relevant Bachelor's Degree/Advanced Diploma (NQF level 7) in Supply Chain Management, Logistics or related fields with at least 6 years' experience in Supply Chain Management of which 3 years must be at Middle Management (ASD) level. Competencies & Skills: Excellent financial skills, supervisory and operational

management skills. Problem solving skills. Good communication & report writing skills. Computer literacy skills. Knowledge requirements: Working knowledge of LOGIS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. In-depth knowledge of the legislative environment applicable to government supply chain management and the development, implementation and monitoring of related policies and procedures. Personal Attributes: Must be client orientated and customer focused, solution orientated and able to work under stressful situations. The ability to maintain high level of confidentiality and to prioritize work in high-pressure environment.

DUTIES

The successful candidate will be responsible to manage the Sub-Directorate, Demand and Acquisition Management and Logistic Contract Administration in support of providing procurement services to the Department. This entails managing the functional operation of the sub-directorate: Demand and Acquisition Management. Oversee the bidding process: Compilation of bid documents and advertisement, Publishing of bid documents. Audit and Interim Financial Statements: All audit findings responded to and action plans implemented. Contract Management, Logistics and Warehouse Management: Warehouse management. Payment of suppliers within 30 days of receipt of invoice. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration: Maintenance of discipline and Management of performance and development.

ENQUIRIES

Ms M Masilela, Tel No (012) 312-0471.

Applications can also be emailed to Recruitment12@dpme.gov.za

POST

PARLIAMENTARY AND CABINET SUPPORT OFFICER REF NO: 13/2025

Office of the Director-General

SALARY

R896 436.00 all-inclusive salary package per annum (Salary Level 11).

CENTRE

Pretoria

**MINIMUM
REQUIREMENTS**

An appropriate Degree or equivalent qualification (NQF 6) in the areas of Public Administration/ Office Management/ Administration/ Public Management or related field with 5 years' experience of which 3 years should be at supervisory/ management level (ASD). Competencies and skills: Should have good communication skills (verbal and written) and high level of computer literacy. Proven management competencies. Knowledge requirements: Knowledge of Minister's operations. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Personal attributes: Ability to produce good quality of work, be reliable and take initiative, be flexible and have the ability to work with the team. Should have management skills and be able to control financial resources and supervise staff.

DUTIES

The successful candidate will be responsible to provide administrative support to the Executive Authority on matters relating to Parliament/the legislature and Cabinet/executive council. This entails monitoring events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective parliamentary service. Facilitate timeous and appropriate responses to the parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. Manage the provision of secretariat to the Cabinet Cluster meetings Co-Chaired by the Minister. Provide support to Clusters and ensure implementation of Cabinet actions in relations to the department mandate. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable). Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Conduct quality control in the department's documents to parliament and compiling regular written reports.

ENQUIRIES

Ms M Masilela, Tel: 012 312 0471.

Applications can also be emailed to Recruitment13@dpme.gov.za

<u>POST</u>	: <u>SENIOR STATE ACCOUNTANT: DEBT REF NO: 14/2025</u> Unit: Payables, Receivables and PMG
<u>SALARY</u>	: R397 116.00 – R467 790.00 per annum (Salary level 8) plus benefits
<u>CENTRE</u>	: Pretoria
<u>MINIMUM REQUIREMENTS</u>	: A National Diploma/ Degree (NQF 6/7) in Finance, Accounting or equivalent with at least 3 years' experience in financial management environment. Competencies and skills: Must have good Interpersonal relations, planning and execution skills and good leadership skills. Must have good verbal and written communication skills. High level of computer literacy skills. Knowledge requirements: Should have extensive knowledge and experience of BAS, LOGIS and PERSAL. Knowledge of Microsoft Office suite. Ability to supervise staff. Must have the ability to delegate and empower subordinates. Must have the ability to interpret relevant Directives such as PFMA, Treasury Regulations and other relevant legislation. Personal Attributes: Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible and reliable.
<u>DUTIES</u>	The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails administering Sundry Payments. Authorisation of BAS and LOGIS payments. Administering Debt Management. Administering Ledger Accounts, Journals and provide IFS/AFS inputs. Human Resource Management.
<u>ENQUIRIES</u>	Ms M Masilela, Tel: 012 312 0471. Applications can also be emailed to Recruitment14@dpme.gov.za
<u>POST</u>	<u>SENIOR SUPPLY CHAIN OFFICER: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 15/2025</u> Unit: Assets, Fleet and Mobile Accounts
<u>SALARY</u>	R397 116.00 - R467 790.00 per annum (salary level 8) plus benefits
<u>CENTRE</u>	Pretoria
<u>MINIMUM REQUIREMENTS</u>	A relevant 3-year tertiary qualification (NQF level 6) in Logistics/ Supply Chain Management/ Procurement/ Finance/ Accounting with at least 3 years' experience in SCM of which 2 years must be at supervisory level. Must have a valid driver's license (minimum code 8). Competencies and Skills: Must have good verbal and written communication skills. Good Interpersonal relations skills. Planning and Execution skills and good leadership skills. Knowledge requirement: LOGIS, BAS and MS Packages. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations as well as Supply Chain procedures and policies. Personal Attributes: Ability to demonstrate sound knowledge of policies and practices. Ability to apply technical/ professional knowledge. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player and be able to make sound recommendations and show trust to others. Ability to supervise staff. Ability to delegate and empower subordinates.
<u>DUTIES</u>	The successful candidate will be responsible to provide effective and efficient assets, fleet and mobile accounts management services to the Department. This entails providing assets management services in the department. Providing fleet management services in the department. Providing mobile accounts management services for the department and supervision of staff.
<u>ENQUIRIES</u>	Ms M Masilela, Tel No (012) 312-0471. Applications can also be emailed to Recruitment15@dpme.gov.za