

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



APPLICATIONS : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

CLOSING DATE : 11 June 2021 @ 16:30 pm

WEBSITE : www.dpme.gov.za

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 certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, 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. Only send documents related to the requirements in the advert. 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the **Snr Management Pre-Entry Programme** as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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 **DEPARTMENTAL PROGRAMME COORDINATOR REF NO 016/2021**

Office of the Director-General

SALARY R1,057,326.00 all-inclusive salary package per annum (Salary Level 13).

CENTRE Pretoria

MINIMUM

REQUIREMENTS

An appropriate tertiary qualification (NQF 7) in Business Management/Project Management/Public Administration/Management or equivalent with 6 years' experience in project/programme management (5 Years at MMS level). An NQF 8 tertiary qualification will serve as an added advantage. Must have in-depth knowledge and skills to coordinate and manage programmes and projects and must be able to manage more than one project at a time. Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Ms Excel and Ms Projects) are essential. 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 pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES

The successful incumbent will be responsible to coordinate, monitor and report on Departmental Programmes and Strategic Projects. Coordinate Programme and Strategic project priorities and resources and conduct regular audits of programme and project performance and ensure completeness of programme and project information. Prepare and update programme and project plans and status reports. This entails providing support to the Director-General through coordinating Departmental Programmes and Strategic Projects and monitoring the implementation of the programmes and projects. Produce quality programmes and strategic project performance reports and developing & strengthening of partnerships at provincial and district levels to extend DPME's on-the-ground monitoring capability. Monitoring/recommending of the Office of the DG's statutory responsibilities in terms of PSA and PFMA. Ensuring effective and efficient business/operational and performance annual planning for the Office of the DG and providing effective and efficient management/supervision of staff, procurement, equipment and facilities within the Office of the DG in a supportive role.

ENQUIRIES

Ms S Mbeleki, Tel No (012) 312- 0451.

POST

DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: 017/2021
Sub-directorate: Executive Coordination and Governance Support

SALARY

R733,257.00 all-inclusive salary package per annum (Salary Level 11).

CENTRE

Pretoria

MINIMUM REQUIREMENTS

An appropriate 3 year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 6 years appropriate experience of which 3 years must be in Executive Support and 3 years at ASD level. An NQF 7 tertiary qualification will serve as an added advantage. Specialised training in the areas of Administration or Secretarial with a minimum of 6 months will also be an added advantage. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills and high level of computer literacy and sound knowledge of the Microsoft Office suite, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff.

DUTIES

The successful candidate will be responsible for providing executive support and coordination services to the department. This entails coordinating of Management Meetings: Well-recorded Minutes/documents of all Management Meetings; adequate and timeous follow-up on all decisions/actions and effective Executive and coordinated services rendered. Maintaining of terms of reference of EXCO and all departmental structures: Technical and administrative support services provided in an effective and efficient manner; and constant follow-up on outstanding matters. The managing of filing of all minutes and meeting documents: Minutes/decisions/actions constantly followed-up and correctly and properly indexed and filed. Managing and maintenance of Policy Registers: Updated and well-maintained registers and follow-up on all Parliamentary questions and correspondence. Management of Finance and Human Resources in the Unit(s): Recommend/Monitor the Unit's budget; allocating and checking of work; authorising of work (quality control and sign off); give functional/technical advice and

guidance; formal disciplinary authority and Performance Management and Development.

ENQUIRIES

Ms J Mchunu, Tel: 012 312 0462.

POST

ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: 018/2021

Sub-directorate: Executive Coordination and Governance Support

SALARY

R376,596.00 per annum (Salary Level 9) plus benefits.

CENTRE

Pretoria

**MINIMUM
REQUIREMENTS**

An appropriate 3-year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 5 years appropriate experience of which 2 years must be in Executive Support and 3 years at Officer/Snr Officer level. An NQF 7 tertiary qualification will serve as an added advantage. Specialised training in the areas of Administration or Secretarial with a minimum of 6 months will also be an added advantage. Competencies / Skills: The ideal candidate should possess sound knowledge of policies and practices, technical skills and the ability to accept responsibility for own areas of work and those of subordinates. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills and high level of computer literacy and sound knowledge of the Microsoft Office suite, should be flexible and have the ability to work with the team. 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 the ability to maintain high levels of confidentiality.

DUTIES

The successful candidate will be responsible for rendering executive support and coordination services to the Department. This entails coordinating of management meetings. Filing of all minutes and meeting documents and updating of terms of reference of departmental meetings. Coordinate logistical arrangements for meetings and render administrative support within the sub-directorate.

ENQUIRIES

Ms J Mchunu, Tel: 012 312 0462.