

## 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**

24 October 2025 @ 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 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](http://www.dpsa.gov.za)

### **POST**

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO:10/2025**

Branch: Corporate Services

### **SALARY**

R1, 741 770.00 all-inclusive salary package per annum (Salary Level 15). 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 and appropriate NQF level 8 qualification in either Public Administration/ Social Science/ Business Management, Law/ Strategic Management/ Human Resources and 10 years appropriate experience of which 8 years must be Senior Managerial level. NQF level 9 (Master's Degree) will be an added advantage. Being able to communicate

effectively by exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. Be able to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the Public Service. Deep knowledge of the Government legislative framework, Public Service legislative and Policy Framework, Government Medium Term Strategic Framework linked to the National Development Plan, Advanced knowledge of public policy analysis and policy development process, Stakeholder management and coordination, Strategic thinking and leadership, Research skills, Financial and Human Resource Management. Knowledge of the Public Service Act (PSA), Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. **Competencies & Skills:** Management skills including people management and empowerment, and involvement in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial, Computer and project/programme management skills. **Personal Attributes:** The incumbent must be assertive, self-driven, innovative, client and solution orientated and able to work under stressful situations.

#### **DUTIES**

The successful incumbent will be responsible for providing strategic Corporate Services to the Department. This involves providing strategic leadership and coordination in the development, implementation and monitoring of the strategic plan, annual performance plan, annual report and communication services of the department. Oversee the provision of strategic and integrated human resource services, effective security and facilities management services to enhance management support and organisational performance. Provide strategic leadership and oversee the provision of Information, Communication and Technology services and the implementation of the ICT plan to support management operations. Coordinate all administrative inputs to Ministry, DG, external stakeholders and strategic control points. Effective management of the resources of the branch to ensure compliance with statutory requirements. Provide leadership in the coordination of all administrative functions and services assigned to the branch with specific reference to Strategic, Annual Performance and Operational planning and budgeting.

#### **ENQUIRIES**

Mr M Cilo, Tel No (012) 312- 0453.

Applications can also be emailed to [Recruitment10 @dpme.gov.za](mailto:Recruitment10@dpme.gov.za)