

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 mail to Private Bag X944, PRETORIA, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : **27 March 2020 @ 16:30 pm**
- 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 originally signed Z.83 accompanied by original 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. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months.
- NOTE** : 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 six (6) 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.
- POST** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO 011/2020**
Branch: Corporate Services
- SALARY** : R1, 521,591.00 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

An appropriate SAQA recognised undergraduate qualification (NQF 7) and a post graduate qualification (at NQF 8), in either Public Administration, Social Science, Business Management, Law, Strategic Management, Human Resources or Finance or equivalent. A Master's Degree (NQF level 9) will be an added advantage. Minimum of 10 years' appropriate experience with at least 8 years proven experience as a member of the SMS and a valid driver's license. Demonstrable public sector leadership acumen. Being able to communicate effectively with excellent people management skills, balanced with demonstrable requisite technical skills. 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 rendering corporate services to the Department. Ensure that all Chief Directorates and Directorates under Corporates Services Branch provides adequate support to the Department in line with its mandate, vision and mission, this entails provision of co-ordinated strategic and administrative support to the Department; Manage the provision of integrated planning and programmes by ensuring the development of strategic and operational planning in line with the departmental objectives. Oversee the provision of communication services by ensuring the development and implementation of communication strategies, policies and procedures. Manage Human Resources, Security, Facilities and Legal Services, Manage the provision of information communication and technology management services. Development and Management of the Strategic Plan, Annual Performance Plan and MTSF project deliverables. Manage internal Organisational Efficiencies and Compliance, Monitoring & Evaluation. Co-ordinate all administrative inputs to all external and internal strategic control points, including the Ministry, Parliament and Audit Committee. Manage back-end Corporate Services support functions. Manage the branch and its deliverables against the expected Annual Targets and Projects. Manage the budget of the branch in support of business goals and ensure consistent expenditure against plans over the financial year. Undertake various other tasks associated with this role as may be required. Ensuring the Branch's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. Ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement and ensuring sound corporate governance mechanisms for the Branch

ENQUIRIES

Mr N Nomlala, Tel No (012) 312-0452.

POST

CHIEF DIRECTOR: STRATEGY & COMMUNICATION SERVICES REF NO 012/2020

Branch: Corporate Services

SALARY

R1,251 183.00 all-inclusive salary package per annum (Salary Level 14). 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 3-year tertiary qualification (NQF 7) as recognised by SAQA in Communications, Strategic Management, Social Sciences or equivalent. Experience: at least 8 years' experience in Communications and or Strategic Planning of which 5 years must be at Senior Managerial level. A relevant post-graduate qualification (NQF 8) will be an added advantage. A valid driver's license. Skills: Excellent written and verbal communication skills and the ability to interact with people at all levels. Comprehensive understanding of the Strategic Planning, M&E, & reporting processes; Service Delivery Innovation, Improvement & Batho Pele Principles; Communication Frameworks & GCIS. Job Knowledge: Extensive knowledge of the South African communications landscape. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: Strategic capability and leadership, financial management, solution orientated and analysis, people management, self-driven, innovative and creative, client orientated and customer focused, and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES

Working with the Ministry and department the successful incumbent will be responsible for providing strategic leadership and direction to the Ministry and the department. Serve as a spokesperson of the department and the Minister in the Presidency, enhance government's communication platforms, products and services in order to grow the voice of government. Provide effective and timely support to the Ministry. Facilitate and coordinate the provisioning of strategic planning, monitoring & evaluation and communication support services in the department. This entails managing, coordinating and facilitating the provisioning of strategic management, M&E and service delivery improvement services and Managing, coordinating and facilitating communication, marketing and stakeholder liaison services to the Director-General, executive and department. Provide support and coordination services to the department in respect of the provision of the core functions and services assigned to the Chief Directorate with specific reference to the following: Strategic, Annual Performance and Operational planning, budgeting and alignment; Effective and efficient supervision, allocation, utilization, care and or development of all resources allocated to the unit; Effective performance management, reporting and communication on the unit; Implementation and monitoring of the unit's Annual Performance and Operational Plans and development and implementation of policies, projects, programmes and practices that facilitate effective and efficient performance by the unit. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role

ENQUIRIES

Mr N Nomlala, Tel No (012) 312-0452.