

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 : **29 November 2019 @ 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.

POST **SENIOR EVALUATION SPECIALIST REF NO 037/2019**
Chief-Directorate: Evaluation

SALARY R1,057,326.00 all-inclusive salary package per annum (Salary Level 13). 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 qualification (NQF 7) in Social / Economic Sciences/Research/Evaluation or equivalent with at least 8 years' relevant experience in evaluation / research of which 5 years' at MMS (Deputy Director or equivalent) level. An NQF 8 qualification and/or specialist training courses will be an added advantage. The successful candidate should have Strong knowledge of qualitative research methodologies and ideally quantitative as well and have Strong research background. Operate successfully with high-level staff in government. Should be credible in the academic environment. Good understanding of government across the three spheres (National, Provincial and Local). Practical experience of undertaking several evaluations. Should have Project / Programme Management and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) 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 stressful situations and the ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff.

DUTIES

the successful incumbent will be responsible to lead on certain sectors or types of national evaluations. This would involve liaising with outcomes facilitators and specific departments to identify and take forward specific evaluations; Undertake certain evaluations and research assignments directly and Providing methodological support to government around evaluation. Participating in the national Evaluation Technical Working Group; Development of technical elements of the evaluation system and support specific provinces to produce provincial evaluation plans. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. 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

ENQUIRIES

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

POST

PROJECT AND CONTENT COORDINATOR REF NO 036/2019
Chief-Directorate: Intervention Support

SALARY

R470 040.00 per annum (level 10) plus benefits

CENTRE

Pretoria

**MINIMUM
REQUIREMENTS**

A relevant 3-year tertiary qualification (NQF6) in the areas of Office Management & Technology, Business Administration, Public Management/Administration, Project Management or equivalent with at least 5 years' appropriate experience of which 3 years must be in Project and Content Coordination and 2 years at supervisory level. Must have a valid driver's license. Ability to travel. An NQF7 qualification or specialised training/courses will serve as an added advantage. Competencies / Skills: High level skills in report writing, project management and desktop research, sound knowledge of the Microsoft Office suite (including Excel and PowerPoint). Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, analytical skills and strong customer service skills. Personal attributes: Professional demeanor, a heightened sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines. The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to maintain high levels of confidentiality.

DUTIES

The successful candidate will be responsible for coordinating multiple projects and administrative systems in the Operation Phakisa Unit. This entails Providing management support in the unit to ensure efficiency and effectiveness. Developing and implementing operating systems and procedures within the unit. Coordinating and consolidating the unit's Quarterly and Annual Performance Plans. Monitoring the

budget of the unit (including monthly cash flow projections) and facilitate procurement of goods and services. Manage the Office of the Head of the Unit: Coordinating communication between the Head of the Unit and stakeholders on the work of the Unit. Providing the Head of the Unit with secretarial and administrative support. Coordinating meetings between the Head of the Unit and stakeholders and managing traveling and related duties on behalf of the Head of the Unit.

ENQUIRIES

Ms K Mogotsi, Tel No (012) 312 0465.

POST

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SENIOR PERSONNEL PRACTITIONER: HRD REF NO 038/2019

Sub-Directorate: HR Utilisation Development

SALARY

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R316 791.00 per annum (Salary level 8) plus benefits

CENTRE

:

Pretoria

**MINIMUM
REQUIREMENTS**

An appropriate 3-year tertiary qualification (NQF 06) in the areas of HRD, HRM, Industrial Psychology, Public Administration/Management or related fields with at least 4 years appropriate experience of which 2 years must be in the various disciplines related to human resources development and 2 years at supervisory level. An NQF 7 qualification and supplementary HRD related courses will serve as a definite advantage. Knowledge of HRD policies and the relevant legislative framework (i.e. the Public Service Act, Public Service Regulations, and the Skills Development legislation). Should possess the following skills: Presentation skills, Report writing skills, high-level of computer skills (Ms Office Suite). Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.

DUTIES

The successful candidate will be responsible to provide an effective Human Resources Development and Bursary Administration service in the Department. This entails administration of bursaries, conducting and/or organising training courses, present and organise the departmental induction workshops, the Compulsory Induction Programme (CIP); Assist to implement learnership, experiential and internship programmes and assist to develop the Workplace Skills Plan (WSP) & Annual Training Report (ATR) and the Quarterly Training and expenditure reports.

ENQUIRIES

Ms J Mchunu, Tel No (012) 312-0462.