

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

31 July 2026 @ 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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

: **SENIOR EVALUATION OFFICER REF NO: 03/2026**
Chief Directorate: Evaluation

SALARY

: R413 001.00 – R486 501.00 per annum (Salary level 8) plus benefits

CENTRE

: Pretoria

MINIMUM

REQUIREMENTS

A National Diploma/ Bachelor's Degree (NQF level 6/7) qualification in Social Science, Public Administration or related fields with at least 2 years' experience in Evaluation/ Research/ Monitoring. An NQF level 8 qualification (Bachelors Honours Degree/ Post Graduate Diploma) with Research / Monitoring / Evaluation will be an added advantage. Competencies and Skills: Should have knowledge of Evaluation/ Research Practice. Must have report-writing skills. Must have good verbal and written communication skills. Exceptional interpersonal skills. Good computer literacy and project management skills. Must have a valid Driver's license. Personal Attributes: Ability to accept responsibility, work independently and produce good quality of work. Must be a team player, flexible and reliable.

DUTIES

The successful candidate will be responsible for providing administrative and technical support to evaluation projects within the National Evaluation System. This entails the implementation of the National Evaluation Policy Framework, supporting coordination of trainings and development to enhance the evaluation capacity in the National Evaluation System. Undertake and provide support in the implementation of the National Evaluation Plan projects and other related projects. Provide evaluation and technical support to the Chief Directorate and stakeholders. Support procurement processes for evaluation projects.

ENQUIRIES

Ms Motlalagohle Rangwato, Tel No (012) 312-0480

Applications can be sent to Recruitment24@dpme.gov.za

POST

SENIOR PERSONNEL OFFICER REF NO:04 /2026 (x 2 POSTS)

Sub-Directorate: OD, HR Planning and Administration

SALARY

R280 278.00 – R330 162.00 per annum (level 6) plus benefits.

CENTRE

Pretoria

MINIMUM

REQUIREMENTS

A National Diploma/ Degree qualification (NQF level 6/7) in Human Resource Management / Public Management/ Administration or Industrial Psychology and at least 2 years' experience in the HR environment. Introduction to PERSAL Course will be an added advantage. Competencies/Skills: Planning & Organisation skills, Computer literacy and sound knowledge of the Microsoft Office suite. PERSAL and communication skills. Knowledge of HR policies and practices.

DUTIES

The successful candidate will be responsible for providing an effective Recruitment & HR Admin Services. This entails administration of service benefits and allowances. Manage recruitment & selection process. Manage appointments and staff exits. Audit HRM files for accuracy and compliance.

ENQUIRIES

Ms Tiyimiseleni Masinge, Tel No (012) 312-0461.

Applications can be sent to Recruitment25@dpme.gov.za

POST

SENIOR REGISTRY CLERK REF NO: 05/2026

Registry Services

SALARY

R280 278.00 – R330 162.00 per annum (Salary level 6) plus benefits

CENTRE

Pretoria

MINIMUM

REQUIREMENTS

A relevant 3-year tertiary qualification (NQF 06) or equivalent with a minimum of 3 years appropriate experience. Security Clearance certificate will be an added advantage. Should possess the following skills; computer literacy; planning and organising skills, good verbal and written communication. Knowledge of Registry practices and Archive Legislation.

DUTIES

The successful candidate will be responsible to provide effective registry service to the Department. This entails the rendering of the registry counter services to the Department. The handling of incoming and outgoing correspondence. The rendering of an effective and efficient filing and records management service (Electronic Document Management System (EDMS). The operating of office machines in relation to the registry functions.

The processing of documents for archiving and maintaining of records of archived documents. The compiling of statistics/information.

ENQUIRIES

Ms Betty Sebuyana, Tel No (012) 312-0462.

Applications can be sent to Recruitment26@dpme.gov.za