

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

5 December 2025 @ 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 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.

POST

SPECIALIST: PLANNING ALIGNMENT X2 REF NO: 17/2025

Chief Directorate: Planning Alignment

SALARY

R1 059 105.00 – R1 247 574.00 per annum (Salary level 12) all-inclusive salary package. 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 Bachelor's degree/ Advanced Diploma (NQF Level 7) in Social Science/ Economics/ Public Administration/ Public Management with at least 5 years' experience in Strategic Planning/ M&E of which 3 years should be at Junior Managerial level (ASD).

A relevant NQF level 8 qualification or higher will be an added advantage. Competencies and Skills: Should have good interpersonal relations and communication skills. Planning, execution, leadership and management skills. Should be able to control financial resources and supervise staff. Knowledge requirements: Should have knowledge of Strategic Planning processes; Monitoring & Evaluation Framework; Basic Research Methodologies and Government Budgeting Frameworks. Personal attributes: Should be able to produce good quality of work; be reliable and take initiatives. Should be flexible and have the ability to work with the team. The ability to delegate and empower subordinates. Should be assertive and self-driven, innovative and creative, client oriented and customer focused, solution oriented and be able to work under stressful situations. Should be able to maintain high levels of confidentiality.

DUTIES

The successful candidate will be responsible for providing support with the oversight and direction of Strategic Planning, Annual Performance Planning, reporting and planning for implementation programmes in government. This entails assessing draft provincial Strategic Plans and Annual Performance Plans of departments, liaise and report accordingly. Developing, reviewing and implementing Government Planning and Reporting Frameworks and Guidelines. Coordinating and providing support to provincial quarterly performance reporting processes. Coordinating stakeholder engagements on strategic and annual performance planning processes and reporting thereof. Providing support in management of the directorate.

ENQUIRIES

Mr M Lehong, Tel No (012) 312-0540.

Applications can also be emailed to Recruitment17@dpme.gov.za

POST

SUPPLY CHAIN CLERK (DEMAND AND ACQUISITION) X2 REF NO: 8/2025

Unit: Demand and Acquisition Management

SALARY

R228 321.00 - R268 950.00 per annum (salary level 5) plus benefits

CENTRE

Pretoria

MINIMUM REQUIREMENTS

A Grade 12 certificate or equivalent with no work experience. A National Diploma (NQF 6) or higher in Supply Chain Management with experience in Demand and Acquisition will be an added advantage. Competencies and skills: Must have analytical skills, communication skills, interpersonal skills and computer literacy skills. Knowledge requirements: Basic knowledge of Supply Chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Personal Attributes: The ability to accept responsibility for own areas of work. Ability to work independently.

DUTIES

The successful candidate will be responsible to efficiently and effectively implementing demand and acquisition administration in line with relevant legislations. This entails to provide requisition administration. Sourcing of quotations from the relevant database. Conduct proper record keeping, reporting and updating of Demand and Acquisition registers. Communicate with stakeholders and conduct follow ups on procurement.

ENQUIRIES

Ms M Masilela, Tel No (012) 312-0471

Applications can also be emailed to Recruitment18@dpme.gov.za

INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR THE FINANCIAL YEAR 2026-2028

The Department of Planning, Monitoring and Evaluation is offering opportunities to unemployed South African graduates and students from Higher Education institutions who have completed their degrees or diplomas or would like on-the-job, practical training to complete their qualifications. Applicants should indicate the field of study that they have completed and the correct reference number and note that the duration of the internship and in-service training for students from Universities, the Universities of Technology and the TVET Colleges will be 24 months.

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Applicants must be South African citizens, should not have a criminal record and should not have served/placed in the Public Service before in the developmental programmes (In-service Training, Learnership, etc). National Certificate learners should, on appointment, submit logbooks from their colleges.

POST**INTERNSHIP PROGRAMME CORPORATE SERVICES BRANCH X1 REF NO: DPME/2025/01**

Directorate: Legal Services

DURATION

24 months

STIPEND

R7 860.50 per month

CENTRE

Pretoria

REQUIREMENTS

An LLB Degree/ BA Laws as recognised by SAQA

Applications can also be emailed to Recruitmentintern01@dpme.gov.za

ENQUIRIES

Ms Sharon Maloma (012) 312 0457 and Mr Mongezi Davashe (012) 312 0464

POST**INTERNSHIP PROGRAMME NATIONAL PLANNING COORDINATION SECRETARIAT BRANCH X1 REF NO: DPME/2025/02**

Chief Directorate: Social

DURATION

24 months

STIPEND

R7 860.50 per month

CENTRE

Pretoria

REQUIREMENTS

A Degree in Social Science/ Education/ Health Sciences as recognised by SAQA

Applications can also be emailed to Recruitmentintern02@dpme.gov.za

ENQUIRIES

Ms Sharon Maloma (012) 312 0457 and Mr Mongezi Davashe (012) 312 0464

<u>POST</u>	<u>IN-SERVICE TRAINING/ INTERNSHIP PROGRAMME SECTOR & MONITORING SERVICES BRANCH X1 REF NO: DPME/2025/03</u>
	DDG: Sector Monitoring
<u>DURATION</u>	24 months
<u>STIPEND</u>	R6 659.25 per month/ R7 860.50 per month
<u>CENTRE</u>	Pretoria
<u>REQUIREMENTS</u>	N6 Certificate in Office Management (In-service Training)/ Degree in Business Administration (Internship Programme) as recognised by SAQA Applications can also be emailed to Recruitmentintern03@dpme.gov.za
<u>ENQUIRIES</u>	Ms Sharon Maloma (012) 312 0457 and Mr Mongezi Davashe (012) 312 0464

<u>POST</u>	<u>INTERNSHIP PROGRAMME STATE OWNED ENTERPRISE BRANCH X1 REF NO: DPME/2025/04</u>
	DDG: State Owned Enterprises Reform
<u>DURATION</u>	24 months
<u>STIPEND</u>	R7 860.50 per month
<u>CENTRE</u>	Pretoria
<u>REQUIREMENTS</u>	A Degree in Economics/ Finance/ Accounting as recognised by SAQA Applications can also be emailed to Recruitmentintern04@dpme.gov.za
<u>ENQUIRIES</u>	Ms Sharon Maloma (012) 312 0457 and Mr Mongezi Davashe (012) 312 0464