

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at 330 Grosvenor Street, Hatfield, Pretoria, 0001 (**please quote the relevant post and reference number**). Emailed applications will not be accepted. Internal candidates who previously applied are encouraged to re-apply.
- CLOSING DATE** : 25 November 2022 @ 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 Z.83 accompanied 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. 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. 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 the full details can be obtained by following the 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. 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 : **ASSISTANT DIRECTOR: INTERNAL SECURITY REF NO 052/2022**
Directorate: Facilities and Security

SALARY : R382 245.00 – R461 745.00 pa (level 9)

REQUIREMENTS : An appropriate 3 years National Diploma (NQF 6) in Security Management or equivalent qualification and a minimum 5 years' experience in security environment of which 2 years must be at supervisory level. SSA Security management courses will be an advantage. Proficiency in Microsoft Office. Must have valid driver's licence and Grade B PSIRA registration. Knowledge of MISS, MPSS and OHS. Must possess the following skills: investigation, communication; presentation, planning and report writing. must have a questioning attitude; be able to discover and use new ideas.

DUTIES: : The successful candidate will be responsible to provide professional, effective and efficient security within the department. This entails administration Physical Security: Monitoring of Security Contracts, Conduct Investigation of the reported Security breaches, Security committee meetings facilitated, Management of access control procedure and Implement audit recommendations. Effective and efficient personnel security: effective screening and vetting procedure, manage vetting database and files and manage facilitation of company screening. Ensure the implementation of information and document security: Conduct document inspection monthly and conduct document security awareness. Provide security advise/ support during events planning. Manage/ supervise effective and efficient human resource. Supervise staff.

ENQUIRIES : Ms M Masilela, 012 312 0471

POST : **SENIOR PERSONNEL OFFICER REF NO: 053/2022**
Sub-Directorate: OD; HR Planning and Administration

SALARY : R211 713.00 – R249 378.00 p. a (level 6) plus benefits.

CENTRE : Pretoria

MINIMUM REQUIREMENTS : A 3 year tertiary qualification in the areas of HR, Industrial Psychology, Public Administration/Management or related field and at least 3 years experience in the various disciplines related to Human Resources Management. Supplementary HR related courses will serve as a definite advantage. Knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations, Basic Condition of Employment Act and relevant labour legislation). Relevant PERSAL training and experience is essential. Good communication skills, planning, organisational skills. High level of computer literacy and sound knowledge of the Microsoft Office suite.

DUTIES : The successful candidate will be responsible for rendering Human Resource clerical services. This entails administering recruitment and selection. Administration service benefits and conditions of service. Drafting of submissions with due regard for relevant Regulatory Frameworks and HR Policies and reporting to delegated authorities. Managing on boarding appointments of staff, and staff exits.

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