

## 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, at 330 Grosvenor Street, Hatfield, Pretoria (please quote the relevant post and reference number).
- CLOSING DATE** : 16 May 2022 @ 16:30
- WEBSITE** : [www.dpme.gov.za](http://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 copies of all qualifications, South African Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), 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. Only send documents related to the requirements in the advert. 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](http://www.dpsa.gov.za)
- POST** : **SENIOR PERSONNEL PRACTITIONER: PMDS REF NO 018/2022**  
Sub-Directorate: HR Utilisation and Development
- SALARY** : R321 543.00 – R378 765.00 per annum (Salary level 8) plus benefits
- CENTRE** : Pretoria
- MINIMUM REQUIREMENTS** : An appropriate 3 years tertiary qualification (NQF 06) in Public Administration/ HRM/ Industrial Psychology or equivalent with at least 4 years appropriate experience in Human Resource Management field of which 2 years must be in Performance

Management and 2 years at supervisory level. Knowledge of PERSAL will be an added advantage. Should possess the following skills: 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. Must have proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation) and other applicable prescripts.

**DUTIES**

The successful candidate will be responsible to coordinate and implement employee performance management and development system processes within DPME. This entails, providing administrative support and record keeping of performance agreements, co-ordinating and facilitating the submission of performance agreements and conduct quality assurance checks. Development and maintenance of databases and PMDS records. Co-ordination of the submission of mid-term reviews. Facilitate and coordinate the annual assessment process and provide assessment outcomes. Coordinate the payment of the PMDS incentives (performance bonuses and pay progression). Track poor performance, facilitate the development of the performance improvement plans and review reports. Provide secretarial duties to PMDS committees such as assisting with the coordination of moderation meetings and compiling minutes of the moderation processes. Provide technical support and advice on e-PMDS system. Assisting with policy development and conducting PMDS information session and workshops. Supervision of staff.

**ENQUIRIES**

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

**POST**

: **SENIOR STATE ACCOUNTANT: PAYMENTS REF NO 019/2022**  
Unit: Payables Receivables and PMG

**SALARY**

: R321 543.00 – R378 765.00 per annum (Salary level 8) plus benefits

**CENTRE**

: Pretoria

**MINIMUM REQUIREMENTS**

: An appropriate 3 year tertiary qualification (NQF 06) or equivalent with at least 5 years appropriate experience of which 3 years must be in Financial Management and 2 years at supervisory level. Should have extensive knowledge and experience of BAS and PERSAL and high level of computer literacy. Should possess the following skills: 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. Must have the ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.

**DUTIES**

The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails Bookkeeping to ensure correctness of financial accounting transactions in the areas of responsibility in line with applicable policies and procedures; authorisation of BAS and LOGIS payments and manage the clearing of suspense accounts in line with PFMA and Treasury Regulations. Reporting on the suspense accounts. Assist with inputs for the Interim Financial Statements and Annual Financial Statements. Reporting on Donor Funds. Compilation of manual VAT returns. Authorisation of Journals. Supervise the debt creation, clearing and reporting process and assist other finance sections if and when needed. Supervision of staff.

**ENQUIRIES**

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