

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 email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

CLOSING DATE : **03 May 2021 @ 16:30 pm**

WEBSITE : www.dpme.gov.za

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 by 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. 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 and the full details can be obtained by following the below 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 **DIRECTOR: BUSINESS APPLICATIONS & KNOWLEDGE MANAGEMENT SUPPORT**
REF NO: 011/2021

Directorate: Business Applications Development & Support

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**

A relevant 3-year tertiary qualification (NQF 7) in Information Technology/Computer Science or equivalent with at least 8 years relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Knowledge and skills: Demonstrated strategic and operational management ability and experience. IT Project / Programme Management, IT governance and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of applications development is 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.

DUTIES

The successful incumbent will be responsible to manage and support business applications, knowledge and document systems for the Department. This entails developing, maintaining and supporting of business applications. Developing and implementing of business intelligence tools and data warehousing. Modelling and designing of databases and managing of metadata across all departmental databases. Monitoring/recommending of the 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 Directorate and ensuring of effective and efficient management/supervision of staff, procurement, equipment and facilities within the Directorate.

ENQUIRIES

Ms S Mbeleki, Tel No (012) 312-0451.

POST**ASSISTANT EVALUATION SPECIALIST REF NO: 012/2021**
Chief Directorate: Evaluation**SALARY**

R470 040.00 per annum (Salary Level 10)

CENTRE

Pretoria

**MINIMUM
REQUIREMENTS**

An appropriate qualification (NQF 6) in Social/Economic Sciences/Research/Evaluation or equivalent with at least 5 years' relevant experience of which 3 years' experience must be in evaluation / research and 2 years' experience must be at supervisory level. Must have a valid driver's licence. An NQF 7 qualification and/or specialist training courses and Knowledge of the National Evaluation System will serve as an added advantage. Knowledge and skills: The successful candidate should have good knowledge of qualitative & quantitative research methodologies supported by strong evaluation/research background. Be able to operate successfully with high-level staff in government. Should be credible in the academic research environment. Possess good understanding of government across the three spheres (National, Provincial and Local). Possess practical experience of undertaking several evaluations. Should have Project / Programme Management and financial management skills. Good interpersonal relations, planning & organising and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) and report writing 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 possess 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 support evaluations and the development of the evaluation system. This entails supporting Evaluation Directors through project management of specific evaluation assignments and undertaking research or analytical activities for evaluations, reviewing evaluation documents and monitoring improvement plans. Initiating and undertaking development work towards technical elements of the evaluation system. Presenting evaluation results and recommendations to provinces and reviewing evaluation concept notes. Render effective and efficient management/supervision of Human Resources.

ENQUIRIES

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

POST**ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 013/2021**
Directorate: Internal Audit**SALARY**

R376 596.00 per annum (Salary Level 9) plus benefits.

CENTRE

Pretoria

**MINIMUM
REQUIREMENTS**

An appropriate Bachelor's Degree (NQF 07) in Internal Audit with a minimum of 5 years appropriate experience of which 3 years must be in an Audit environment and 2 years at supervisory level. Should possess the following knowledge and skills: knowledge of International Standards for Professional Practice of Internal Auditors; National Treasury Internal Audit Framework; PFMA and Treasury Regulations and Public Service Act and Regulations, high level of computer literacy and sound knowledge of the Microsoft Office suite. Personal Attributes: 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 skills. 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 for providing an independent audit function to assist the DPME to accomplish its objectives by improving the effectiveness of risk management, control and governance processes. This entails drafting and development of an Audit Program to evaluate if controls are in place; initiating of audit assignments as approved on the annual Audit Plan and the initiation, performance and conclusion of audit execution work in line with the approved Audit Program. Drafting of findings Worksheets and Audit Reports; The supervision of Audit Team members by the allocating, leadership, guidance and monitoring of project tasks to the team and initiating of follow-up audits for Internal and External audits.

ENQUIRIES

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