



planning, monitoring and evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms K Mogotsi, by mail to Private Bag X944, PRETORIA, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : **04 October 2019 @ 16:30 pm**
- 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 originally signed Z.83 accompanied by original certified copies of qualification(s), 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. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. 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.

POST: **OUTCOMES FACILITATOR: SAFETY, SECURITY & INTERNATIONAL RELATIONS (LEVEL 14) REF NO: 025/2019**

CD: Safety, Security, and International Relations

SALARY: R1 251 183.00 all-inclusive salary package per annum (Level 14). 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

REQUIREMENTS: A relevant qualification (NQF 7) as recognised by SAQA in Criminology, Safety and Security, International Relations, Political Studies or equivalent. A post-graduate qualification (NQF level 8) will be an added advantage. Minimum of 10 years experience in Safety, Security and Justice Systems and Frameworks with at least 5 years proven experience as a member of the SMS. A valid driver's licence. Demonstrable public sector leadership acumen. A good understanding of government policies, public sector governance prescripts and Frameworks. Extensive knowledge and experience in Safety, Security and International Relations, Criminal Justice System and M&E. Deep understanding of key policy imperatives of government, including relevant public sector governance prescripts. Thorough understanding of the National Development Plan (NDP). Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Good computer literacy skills. 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.

DUTIES: The incumbent of the post will be responsible for developing, coordinating, facilitating and providing support with the monitoring of the implementation of Outcome 3 regarding the NDP and MTSF and develop intervention strategies and plans. This entails Managing, developing, reviewing and supporting detailed planning and implementation of the MTSF and NDP with regard to safety and security, development and establishing the implementation of Socio-economic Impact Assessment System (SEIAS). Monitor and evaluate the implementation of set priorities and targets and formulate intervention strategies and provide technical advice and support to political principles and other governance structures and bodies. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate. Ensuring of effective and efficient management of procurement, equipment and facilities within the Chief Directorate and ensuring of sound corporate governance mechanisms for the Chief Directorate.

ENQUIRIES: In connection with the applications kindly contact Mr N Nomlala, Tel No (012) 312 0462.

POST: **SPECIALIST: PLANNING COORDINATION (LEVEL 12) REF NO: 026/2019**
NPC Admin Support

SALARY: R869 007.00 all-inclusive salary package per annum (Salary Level 12) 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

REQUIREMENTS: An appropriate 3 year tertiary qualification (NQF 7) in the social sciences, i.e. economics, sociology, public administration, strategic planning and related with at least 6 years' appropriate experience of which 3 years should be in facets of Planning Coordination and 3 years at ASD (Junior Management) level. A good understanding of government policies and plans – social, economic, governance, environment and related areas. Must have a valid Driver's Licence and be prepared to travel frequently. Competencies / Skills: The ideal candidate should have the following skills: planning, coordination and interpersonal skills, sound human relations, analytical skills and project management skills. Should produce good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. 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 Ability to work with diversity and multi-disciplinary teams.

DUTIES: The successful candidate will be responsible to facilitate development of the long and medium terms National and Sector Development Plans and implementation thereof. This entails supporting the strategic management of the social Work stream, supporting with the provision of strategic and technical support to the work of the NPC Secretariat. Assisting with the development of long term planning and support the prioritisation of the social task teams. Assisting with the strategic inputs and support in the development of planning frameworks and medium term planning. Help build positive relations within the team and external parties and schedule and organize meetings/events and maintain agenda. Ensure technology is used correctly for all operations; Draft strategic plans and project briefs with regard to key Sector Planning projects; Keep updated records and draft reports or proposals and support growth and program development.

ENQUIRIES: In connection with the applications kindly contact Ms K Mogotsi, Tel No (012) 312 0465.

POST: **ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE (LEVEL 10) REF NO: 027/2019**
Directorate: Presidential Hotline

SALARY: R470 040.00 per annum (salary level 10) plus benefits

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 year tertiary qualification (NQF 6) in the area of Political Studies, Public Administration, Call Centre Management, M&E or equivalent with at least 5 years' appropriate experience of which 3 years should be in customer care / or project management environment and 2 years at supervisory level. A good understanding of government policies, M&E and logging of cases. Competencies / Skills: The ideal candidate should have the following skills: report writing skills, interpersonal skills, research methodology analytical and sound knowledge of the Microsoft Office suite (including excel and Power Point). Should produce good quality of work, be reliable and take initiative.

Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Personal attributes: The incumbent must be assertive and self-driven, client orientated customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality

DUTIES:

The successful candidate will be responsible to facilitate complaints logging support, complaints management support to departments and provinces to ensure good quality logging of cases and effective monitoring of support to departments and provinces. This entails oversight of the quality and correctness of all complaints and queries logged. Maintaining and update the classification categories and systems used by the call centre. Ensure that complaints and queries are addressed in line with the standards procedures of the project. Plan and facilitate updated training for call centre staff. Keep updated records and draft reports.

ENQUIRIES:

In connection with the applications kindly contact Ms K Mogotsi, Tel No (012) 312 0465.