

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) Emailed applications will not be accepted.
- CLOSING DATE** : 06 October 2023 @ 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** : **ADMINISTRATIVE OFFICER REF NO 43/2023**
- SALARY** : R269 214.00 per annum (Salary level 7) plus benefits
- CENTRE** Pretoria
- MINIMUM REQUIREMENTS** : A minimum of three (3) years tertiary qualification National Diploma (NQF6) in Public Management/ Public Administration/ Business Administration or related fields with a minimum of 3 years appropriate experience in an administrative or secretarial environment. An NQF 7 qualification will serve as an advantage. The ideal candidate should possess the following skills: Computer literacy (MS Office suite), report writing skills or/and analytic 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 skills. Must have good interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Must have good knowledge of PFMA and Public Service Act and Regulations.
- DUTIES** : The successful candidate will be responsible for supporting the effective functioning of the Chief Directorate: Public Service and Capacity Development structures, systems and processes which entails rendering: direct administrative support to the Chief Director; project management support to key projects of the Chief Directorate. He/she will provide effective Financial, Procurement as well as Human Resource support. He/she will provide general administrative support within the Unit in support of its structures, including scheduling of meetings, preparing presentations, drafting minutes and reports, drafting correspondence (submissions, letters) as required by the Unit; follow up on

decisions of meetings; coordination and consolidation of quarterly and annual performance reports. Providing inputs in the updating/recommending of enabling Prescripts, Policies and Procedures.

ENQUIRIES

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