

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 mail to Private Bag X944, PRETORIA, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : **06 September 2019 @ 12:00 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.
- NOTE** : 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** **SENIOR SECTOR EXPERT: NATIONAL PLANNING COORDINATION REF 020/2019**
NPC Secretariat
- 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 Social Sciences, Economics/Development Studies or equivalent, with at least 8 years' relevant experience in strategic planning, public administration and/or public finances, of which 5 years' at Deputy Director level or equivalent. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Must have a valid driver's licence and be prepared to travel frequently. Competencies/Skills: The ideal candidate must have strong research, report writing and project management skills. She/he should also have strong analytical competence, planning, execution, stakeholder coordination skills. Should produce good quality of work, be reliable and take initiative. Should have good communication skills (verbal and written), be flexible and have the ability to work in multidisciplinary teams. Management and leadership skills will be vital, and the ability to supervise, inspire, empower and delegate to subordinates, and be responsible for controlling financial and other resources. Personal attributes: The incumbent must have sound interpersonal skills; be assertive and self-driven, innovative, client-oriented and solution-oriented and able to work under pressure and maintain high levels of confidentiality.

DUTIES

The successful candidate will be a senior member of the National Planning Commission (NPC) Secretariat responsible for technical support and coordination of the NPC social sector workstream, This entails managing social sector research for long term planning, building on the National Development Plan: Vision 2030, and supporting social sector development planning processes, including government's planning cycles. Prepare reports, facilitate and convene different stakeholders in the social sector. Prepare programme/project reports required for management and provide technical support to the NPC and other partners in planning, implementation and evaluation of social sector programmes. Draft strategic plans and project briefs with regard to key sector planning projects and support programme planning and coordination of related activities. Maintain adherence to statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Public Service Act, and ensure effective and efficient Human Resources planning and annual performance and operational planning as well as sound corporate governance mechanisms in the unit.

ENQUIRIES

Mr N Nomlala, Tel No (012) 312-0452

POST

DEPUTY DIRECTOR: BUSINESS & SYSTEMS ANALYST REF NO 021/2019
Sub-Directorate: ICT Governance and Support

SALARY

R733 257.00 all-inclusive salary package per annum (Salary Level 11) 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**

An appropriate 3-year tertiary qualification (NQF 6) in the area of Computer Science or Information Technology with at least 6 years relevant experience of which 3 years should be in systems analysis and design and project management and 3 years must be at ASD/junior management level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. Competencies / Skills: Analysis and solution definition; good report writing skills; knowledge of technical recommendation and testing and technical understanding (Processes understanding, understand technology changes, how legacy and web-based

systems interface with each other). Should have good Interpersonal relations and communication skills, be flexible and be willing to work after hours where necessary, have the ability to work with the team and be able to work under pressure. 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.

DUTIES

The successful candidate will be responsible to coordinate the ICT services using ITIL process, Work with users to formulate system requirements, develop system plans and documentation, review and evaluate existing systems, design and modify systems to meet users' business needs. Assist the programmers and developers by providing them with detailed user specifications and technology user requirement. Maintain an up-to-date knowledge base of ICT and business processes within the department. Maintain accurate record of the relevant enhancements to Business Applications, document the applications user manuals and conduct user training on applications. Develops the test plans and test solutions in line with the functional requirements. Coordinates implementation of ICT governance and ensure compliance to project management methodologies Create and maintain an information technology high-level project plan that communicates tasks, milestones dates, and status and resource allocation. Manage the Sub- Directorate by ensuring the Sub-Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning and management, business/operational and performance annual planning as well as management of procurement within the Sub-Directorate and ensuring sound corporate governance mechanisms for the Sub-Directorate.

ENQUIRIES

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

POST

ASSISTANT SPECIALIST: GRAPHICS DESIGN REF NO 022/2019
Directorate: Marketing and Communications Services

SALARY

R376 596.00 per annum (salary level 9) plus benefits.

CENTRE

Pretoria

MINIMUM REQUIREMENTS

An appropriate 3 year tertiary qualification (NQF 6) in Graphic Design or equivalent qualification and at least 5 years relevant experience in Graphic Design environment. A Bachelor's Degree (NQF 7) will serve as an added advantage. Must have a valid Driver's License and will be required to travel and available to work irregular hours and to travel to perform duties away from base. Must have writing research and editing skills, creativity, attention to detail, initiative and practical problem solving skills. Disciplinary knowledge in Communication and Marketing, Well developed verbal and written communication skills (and presentation skills) and Strong analytical skills. High level of computer literacy and sound knowledge of the Microsoft Office Suite applicants. Additional: Must be proficient in the use of an Apple Macintosh computer, Proficient in Adobe illustrator, Photoshop, InDesign (web 3-D skills), Strong design skills and thorough knowledge of topography and printing, Good organization skills. The ability to work under pressure and meet deadlines and must be able to multitask and manage priorities in a fast pace environment. Knowledge of media, advertising, public relation, media buying, marketing and branding. Note: shortlisted candidates will be required to submit a portfolio of graphic design work.

DUTIES

The successful candidate will be responsible to design and layout of communication products for DPME this entails Designing images, illustrations, styles and templates for materials and corporate communication materials in line

with Government Communication and Information System (GCIS) regulations and guidelines and developing graphics and visual or audio images for product illustrations, logos, and websites. Plan and manage graphic design projects and process flows in consultation with the Chief Director; Ensure that all graphic design elements, pictures, diagrams, artwork, and symbols promote representivity and inclusivity, are gender-sensitive, and free of bias in terms of race, class, disability, culture, religion and geographical location and provide advice for the design of special promotion materials such as brochures and posters for DPME programmes and corporate communication interventions.

ENQUIRIES

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