

**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** : **07 February 2020 @ 16:30 pm**
- 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 originally signed Z.83 accompanied by original 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. 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 six (6) 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: PUBLIC HEALTH REF NO 002/2020**

CD: Health

**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 Bachelor's Degree / Advanced Diploma (NQF 7) in the areas of Public Health or Medicine or equivalent with at least 8 years' relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in Public Health or Medicine. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies / Skills, must have a valid Driver's Licence and be prepared to travel frequently: A good understanding of government policies and plans – social, health, governance and related areas. Competencies / Skills: The ideal candidate should have the following skills: monitoring and evaluation, research, project management skills, planning, coordination, report writing and interpersonal skills and sound human relations. Should produce good quality of work, be reliable and have initiative skills. Should have good communication skills (Verbal and Written), should be flexible and have the ability to work within a 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 diverse and multi-disciplinary teams.

**DUTIES**

The successful candidate will be responsible for contribution to the development, monitoring and the periodic review of the Health Chapter of the National Development Plan (NDP) Vision 2030; with a view to specifically strengthen and enhance the monitoring of public health care delivery to all South Africans as well as the performance of Public and Private Health Sectors including organisations and institutions outside government. This entails constant review of the implementation of Health Chapter of the NDP 2030 continuous monitoring and reporting on IMPACT to the executive on progress towards the NDP particularly the impact being made on people's lives tracking the development of National Health Insurance (NHI) in South Africa; monitoring the country's progress towards sustainable Development Goals (SDG's); tracking of progress at the coalface of service delivery in public health across all levels of health facilities – Clinics; Community Health Centres and Hospitals; Providing technical support for the strengthening of the Public Health System; supporting of the conducting of evaluations in the Public Health Sector in conjunction with the relevant unit of DPME and Supporting of the implementation of Operation Phakisa 2: Ideal Clinic Realisation and Maintenance Programme; and producing excellent quality reports appropriate for Executive. Monitoring the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.

**ENQUIRIES**

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

**POST****EVALUATION SPECIALIST REF NO 003/2020**

CD: Evaluation

**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

**MINIMUM REQUIREMENTS**

An appropriate qualification (NQF 7) in Social / Economic Sciences/Research/Evaluation or equivalent with at least 6 years' relevant experience of which 3 years' experience must be in evaluation / research and 3 years experience must be at ASD/junior management level. An NQF 8 qualification and/or specialist training courses will be an added advantage. The successful candidate should have Strong knowledge of qualitative research methodologies and ideally quantitative as well and have Strong evaluation/research background. Operate successfully with high-level staff in government. Should be credible in the academic environment. Good understanding of government across the three spheres (National, Provincial and Local). Practical experience of undertaking several evaluations. Should have Project / Programme Management and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) 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 ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff. Must have a valid Driver's licence.

**DUTIES**

The successful incumbent will be responsible to develop national evaluation policy, guidelines and systems. This entails managing, coordinating and supporting evaluation activities to meet the operational needs of the DPME and government widely and developing a comprehensive national evaluation plan/agenda to inform the implementation of the NDP. Build collaborative partnerships for continuous supply of evaluation to meet developmental objectives of the government and build evaluation repository to improve access to evaluation evidence; and co-ordinate reporting documents for various structures. Ensuring the Chief-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 Chief-Directorate and ensuring sound corporate governance mechanisms for the Chief-Directorate.

**ENQUIRIES**

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

**POST****ASSISTANT SPECIALIST: EVENTS AND COMMUNICATIONS REF NO 004/2020**

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 Marketing, Public Relations Communication or equivalent qualification and at least 5 years relevant experience of which 3 years must be in events management/communication and 2 years at supervisory level. Must have Excellent writing, research and editing skills. Should possess the following skills: Presentation skills, Report writing skills, High level of computer literacy and sound knowledge of the Microsoft Office suite. Ability to apply technical/ professional

skills. Ability to accept responsibility and take initiative, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must be creative and have good Interpersonal relations, planning and execution skills and good leadership skills. Must have practical problem solving 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 marketing and communication of departmental programmes and initiatives through through various media, social media and outreach platforms and coordinate events. This entails developing targeted media and social media plans and event concepts to ensure effective communication support to the work of the Department. Ensure effective implementation of events and outreach activities by updating/administering the events calendar and database. Initiative outreach activities that are intended to communicate departmental message and build relations with stakeholders. Build and maintain relations with the media. Ensure effective communication of departmental messages through social media and various media platforms. Initiate media engagement sessions to highlight the work of the department.

### **ENQUIRIES**

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