

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 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

CLOSING DATE : **12 June 2020 @ 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 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.

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. **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.

MANAGEMENT ECHELON

POST : **DEPUTY DIRECTOR-GENERAL: NATIONAL PLANNING COORDINATION REF NO 018/2020**

CENTRE : **Branch: National Planning Coordination**

SALARY : Pretoria
R1, 521,591.00 all-inclusive salary package per annum (Salary Level 15). 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.

MINIMUM REQUIREMENTS : An appropriate NQF 8 Qualification in Planning or Social Sciences or Economics or Development studies or equivalent. A Master's Degree (NQF 9) and or registration with a professional institute will be an added advantage. A Minimum of 8 years' appropriate experience in the area of Planning or Programme/Project

management at senior management (SMS) level. Competencies/Skills: Management skills including people management and empowerment. Programme/Project management and financial management. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving, analysis, and knowledge management skills. 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 and have the ability to maintain high levels of confidentiality.

DUTIES : Reporting to the Director- General, the successful incumbent will be responsible to: Facilitate macro and transversal planning functions across government and in the department. Facilitate long-term planning and aligning of budget allocations to achieve NDP priorities across government. Developing and implementing of planning frameworks and coordinating of alignment of strategic plans and annual performance plans to MTSF priorities. Ensuring the Branch's compliance to statutory responsibilities in terms of PFMA and PSA.

ENQUIRIES : Mr N Nomlala, Tel No (012) 312-0452.
Note: The position of Deputy Director-General: National Planning Coordination was previously advertised with Ref No: 037/2018. Candidates who previously applied are encouraged to re-apply.

OTHER POSTS

POST : **SPECIALIST: PLANNING ALIGNMENT REF NO 019/2020**

SALARY : Chief Directorate: Planning Alignment
R869,007.00 per annum all-inclusive salary package (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 3-year tertiary qualification (NQF 6) in the areas of Social Sciences, Public Management, Economics or Commerce with at least 6 years' appropriate experience of which 3 years should be in the areas of strategic planning, M&E and/or budgeting frameworks and 3 years at ASD level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. Competencies / Skills: The ideal candidate should have knowledge of Public Sector Strategic Planning Processes; Monitoring & Evaluation Frameworks; Basic Research Methodologies and Government Budgeting Frameworks. 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 be willing travel across the country. 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 : A successful candidate will be responsible for providing oversight support, and direction on Strategic Planning, Annual Performance Planning, reporting and implementation programmes in government. This entails analysing the draft Strategic Plans and Annual Performance Plans of departments, liaise and report accordingly; Reviewing and refining Frameworks and Guidelines for Strategic Plans, Annual Performance Plans, and Reporting; and providing administrative logistical support; and training w.r.t. medium term planning for provincial departments. Provide support to the Senior Specialist: Planning. 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 & efficient Human Resources planning, 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 M Lehong, Tel No (012) 312-0540