

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** : **22 November 2019 @ 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** : **DIRECTOR: MANAGEMENT MONITORING AND SUPPORT (REF NO. 034/2019)**  
Chief Directorate: Public Service Monitoring and Support

**SALARY** : R1,057,326.00 per annum (Level 13) (all-inclusive salary package). 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. Annual progression up to a maximum salary package of R1,245,495.00 is possible, subject to satisfactory performance.

**CENTRE** : Pretoria

**REQUIREMENT** : A relevant 3-year tertiary qualification (NQF 7) in Public Administration, M&E, Planning, Governance, Financial and/or Supply Chain Management and Management Practice or equivalent with at least 8 years' appropriate experience of which 5 years' at MMS level (Deputy-Director). A post graduate qualification (NQF 8) will be an added advantage. A valid driver's licence is required. Competencies / Skills: Strong research skills and report writing skills. Good understanding of government across the different spheres (National, Provincial and Public Entities) and political interface. Good knowledge of government legislature framework prescripts, policies and practices and government programmes. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills; good interpersonal relations, communication skills and project or programme management skills. A sound knowledge of Microsoft Office applications is 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

**DUTIES** : The incumbent of the post will be responsible for ensuring the national programme assessment of management practices. This entails: Ongoing development and improvement of effective assessment and reporting systems (assessment criteria and guidelines) in management practices across National Provincial Departments and Public Entities. Maintaining a national database of institutional assessments, the writing of institutional assessments reports and quality assurance of the assessment programme activities. Development of a knowledge management plan for the programme. Managing stakeholder relations with key government and non-government stakeholders. Managing Human Resources within the Directorate.

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

**POST** : **SENIOR ICT TECHNICIAN (REF NO. 035 /2019)**  
Sub-Directorate: ICT Operations Support

**SALARY** : R316 791.00 per annum (Salary level 8) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) in the areas of Information Technology/Systems or Computer Science with at least 4 years' appropriate experience in technical support services. Knowledge of/experience in Windows Server Platform, supporting Apple Mac computers and an NQF 07 qualification will serve as an added advantage. Competencies / Skills: Project Management skills; High level of computer literacy and sound knowledge of the Microsoft Office suite; Report writing skills and Communication skills (verbal & written). Ability to apply technical/ professional skills. Ability to accept responsibility, work under pressure and independently. Ability to produce good quality of work. Ability to work long hours voluntarily or upon instruction. Personal Attributes: Must be a team player, flexible reliable and self-motivated. Must have good Interpersonal relations, planning and execution skills. Must be willing to travel.

**DUTIES** : The successful candidate will be responsible to ensure the smooth running of the computer systems throughout the department. This entails diagnosing and resolving software and hardware problems. Repair and upgrade different types of computers (software and hardware) and install and configure new computers, servers and other IT equipment. Render technical advisory support for all IT projects that will impact on the infrastructure and ensure that all calls logged are resolved within the required time as per department's ICT service standards.

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