

## 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). Or apply via link: <https://affirmativeportfolios.co.za/dpme>: Emailed applications will not be accepted
- CLOSING DATE** : 28 July 2023 @ 16:30
- 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 a signed Z.83 accompanied by a comprehensive CV only 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. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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](http://www.dpsa.gov.za).

**POST**

**CHIEF DIRECTOR: RESEARCH, PARTNERSHIPS AND DEVELOPMENT REF: NO 30/2023**

**READVERTISEMENT: THOSE WHO APPLIED PREVIOUSLY NEED NOT TO APPLY**  
NPC Secretariat

**CENTRE**

: Pretoria

**SALARY**

R1, 371,558.00 all-inclusive salary package per annum (Salary Level 14). 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.

**REQUIREMENTS**

An appropriate NQF 7 qualification in the areas of Bachelor's Degree/Advanced Diploma in economics, social science, political science, international relations and public management/administration or related fields. A (NQF 8) and experience in Communications, Research or Knowledge Management will be an added advantage. A Minimum of 5 years' experience at Senior Management (SMS) level. A valid drivers-license. A good understanding of economic, social, political, development planning, justice and governance issues. Good understanding of government across the three spheres and partners for development. Knowledge of government prescripts, policies, administrative processes, practices, and programmes. A good understanding of the National Developmental Planning, National Planning Commission (NPC), National Development Plan (NDP) and its implementation processes. Ability to foster and manage effective stakeholder engagements, collaborative working arrangements, partnerships with other centre of government departments and social/development partners to ensure co-ordinated and integrated actions. Willingness to travel on a regular basis.

**Competencies & Skills:** Management skills including communications, people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme 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.

**DUTIES**

The incumbent will be responsible to: manage, coordinate and facilitate specific research and research projects to inform planning and ensure the implementation of a knowledge management strategy for the National Planning Commission. Develop the NPC research agenda, per sector and research synthesis methodology to support the National Development Plan. Create a systemised approach for guiding on going analysis needed to address gaps and for identifying opportunities for innovation and policy making/adjustments drawing on data and information. Manage and establish systems and processes for collecting, managing and sharing of data and information with all stakeholders, including policy makers. Manage and facilitate collaborative partnerships and liaise with stakeholder to set NPC research agenda, disseminate policy information and interface with funders and research intelligence institutions. Manage, develop and maintain a NPC sharing and storing Knowledge Management Repository. Ensure efficient management of the Chief Directorate

**ENQUIRIES**

Mr M Cilo, Tel No (012) 312- 0543 or Email: [Mthobisi@dpme.gov.za](mailto:Mthobisi@dpme.gov.za)

**POST** : **ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO 32/2023**  
Directorate: Presidential Hotline

**SALARY** : R527 298.00 per annum (Salary level 10) plus benefits

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 6) in the area of Political Public Administration, Development Studies, Public Relations & Communications or M&E with at least 5 years' appropriate experience of which 3 years should be in customer care/or project management environment and 2 years at supervisory level. A good understanding of government policies, M&E and logging of cases. **Competencies/Skills:** The ideal candidate should possess well developed report writing skills, research methodology and analytical skills, sound knowledge of the Microsoft Office suite (including Excel and Power Point) 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 **Personal attributes:** The incumbent must be assertive and self-driven, 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 compilation of quality reports for the Presidential Hotline and effective monitoring of support to departments and provinces. This entails oversight and scrutiny of raw data received from SITA especially on quality and correctness of all complaints and queries logged. Conduct knowledge audit (understanding internal knowledge flows; gaps, needs, practices and identifying knowledge assets. Facilitate marketing and development of knowledge products for the Presidential Hotline. Assist in developing Standard Operating Procedures to guide knowledge use and flows in within the Presidential Hotline. Assist in developing mechanisms, systems, processes, platforms and structures for sourcing and utilisation of the Presidential Hotline data. Develop and maintain a research repository for effective storage of research outputs and assist in ensuring institutional memory for the Presidential Hotline. Keep updated records and draft reports

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

**POST** : **ASSISTANT DIRECTOR: DATABASE DEVELOPER REF NO: 31/2023**  
Directorate: Business Applications and Knowledge Management Support

**SALARY** : R424 104.00 per annum (Salary level 9) plus benefits

**CENTRE** : Pretoria

**MINIMUM REQUIREMENTS** : A 3-year tertiary qualification (NQF 6) in Computer Science/ Information Technology/ Informatics qualification with at least 4 years' experience in ICT industry, of which 2 years must be in Database Management in MS SQL, Database Maintenance and Development and Data Warehousing / Document Management Systems / Systems User Management and Monitoring. Certification in Database Administration /Development/ SharePoint will be an added advantage. The candidate must have good understanding of Change Management, Patch Management and ensuring accessibility and availability of applications, Technical knowledge must include knowledge of MS SQL, Windows Server, automated backups, data types, data modelling and transformation of data using various ETL Tools; Share Point customisation and administration. Scripting in MS SQL server; technical skills and knowledge of developing Business Intelligence reports with MS SRSS and MS Power BI. High level of Computer Literacy. **Competencies / Skills:** Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Leadership qualities. Should have management skills and be able to control financial resources. **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. The incumbent must be able to exercise professional judgement and be willing to work over time.

**DUTIES**

The successful candidate will be responsible for developing database business applications that will be used for business intelligence solutions which allows for strategic business decision making management. This includes Business Applications Development, Maintenance and Support: The Design, Development and Management of Applications Systems, Deployment of Designed Systems, scheduling of changes in line with change management policy and attach relevant technical documentation. Maintenance and Management of Hosting Environment: Ensure that applications are 90% accessible on daily basis except for planned downtime or other applications related causes. Ensure that applications are 90% available on daily basis except for planned downtime or other applications related causes. Database technical design and system change management requests documentation: Design and develop database architecture, schema, performance optimization, Data access and security, Data integration and ETL Process. Participate in ICT research and innovation in order to keep up rest with emerging technologies. Innovative when performing tasks, processes and business tools solutions: Produce Research report in the ICT management branch and the department

**ENQUIRIES**

Ms M Masilela, Tel No (012) 312-0471.

**POST****PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL REF NO 33/2023****SALARY**

R269 214.00 per annum (Salary level 7) plus benefits

**CENTRE**

Pretoria

**MINIMUM  
REQUIREMENTS**

An appropriate 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management, Secretarial or equivalent with at 3-5 years appropriate experience of which 3 years must be in an administrative or secretarial environment. Experience in a busy executive office rendering personal secretarial and administrative support, the ability to support a manager living with disability and a valid driver's license will serve as an added advantage. Should possess the following skills: Telephone etiquette, Knowledge of documents management, tracking and filing systems, 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, Organising and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Knowledge of PFMA and Public Service Act and Regulations.

**DUTIES**

The successful candidate will be responsible for rendering effective secretarial and administrative support to the Deputy Director-General. This entails rendering of a secretarial/receptionist support service to the Deputy Director-General; Provision of administrative support services to the Deputy Director-General and provision of support to the Deputy Director-General regarding meetings. Handle the procurement of standard items like stationary, refreshments etc. in line with the prescribed supply chain procedures and keeping abreast of Legislation/ Policies and Prescripts.

**ENQUIRIES**

Mr M Lehong, Tel No (012) 312-0450.