

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).

CLOSING DATE

07 August 2026 @ 16:30

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 a signed Z83 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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

POST

: **CHIEF DIRECTOR: PLANNING ALIGNMENT: (REF NO 06/ 2026)**

SALARY

: R1,554,696.00 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.

CENTRE

Pretoria

REQUIREMENTS : An appropriate NQF level 7 qualification in any of the following: Public Administration/Management, Business Administration, Social Science, Development Studies. 8 years' experience in strategic planning/ public sector institutional planning/ operational planning/ public sector development planning/ public sector monitoring & evaluation of which 5 years should be at a senior managerial level. NQF level 8 qualification, or higher, will be an added advantage. A valid driver's license. A good understanding of political, government planning and governance issues. Good understanding of government across the three spheres and of development partners that work with governments. Knowledge of government prescripts (including National Treasury regulations), policies, administrative processes, practices, and programmes. Knowledge of the National Development Plan (NDP) and the Medium-Term Development Plan and their implementation processes within institutions. Ability to foster and manage effective working arrangements 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 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 support the development and assessment of Strategic Plans, Annual Performance Plans and Operational Plans with development priorities for national departments, provincial departments and Schedule 3A & 3C public entities with regard to non-financial performance, Manage coordinate and facilitate the quarterly performance reporting, of non-financial performance, of national departments, provincial departments and Schedule 3A & 3C public entities Manage the development, review and implementation of policies, frameworks, circulars and guidelines that support strategic planning, annual performance planning and operational planning processes for national and provincial departments and Schedule 3A & 3C public entities, Manage coordinate and facilitate stakeholder engagements and forums on Strategic Plan and Annual Performance Plan processes and reporting for national, provincial departments and Schedule 3A & 3C public entities ,Provide professional management and leadership in respect of the provision of the core functions and services assigned to the Chief Directorate and support cross-functional work within the department.

ENQUIRIES : Mr I Chappell, Tel No (012) 312- 0476
Applications can be sent to Recruitment27@dpme.gov.za

POST : **CHIEF DIRECTOR: PUBLIC SERVICE (REFERENCE NO 07 / 2026)**

SALARY : R1, 554 696.00 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 level 7 qualification in Public Administration, Social Sciences. A Minimum of 8 years in Strategic and Executive Management experience in Human Settlements, Spatial Planning Frameworks of which 5 years must be at senior managerial level. NQF level 8 will be an added advantage A valid drivers-license. A good understanding of political, planning 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 working arrangements 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 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 for developing, coordinating, facilitating and providing strategic support for the monitoring of the implementation of Priority 3: Building a Capable, Ethical and Developmental State, in alignment with the Medium-Term Development Plan (MTDP) and the National Development Plan (NDP). The roles include developing intervention strategies and implementation plans to strengthen government performance, as well as coordinating capacity development programmes to promote the effective application of Planning, Monitoring, and Evaluation (PM&E) policies, frameworks, systems, tools and guidelines across government. Key responsibilities include contributing to planning and evaluation activities related to the implementation of national priorities; monitoring the performance and accountability of sector departments and the implementation of Cabinet decisions and remedial actions arising from Priority 3 progress reports; and analysing Strategic Plans; Annual Performance Plans (APPs), and budget allocations to assess alignment with the MTDP and NDP. The incumbent will provide strategic technical advice and support to political principals, executive management and governance structures on matters relating to planning, monitoring, evaluation and institutional performance. The role further entails developing and enhancing government-wide monitoring, reporting tools, systems and guidelines to strengthen evidence-based planning, performance monitoring and accountability across the public sector. The incumbent will coordinate national and international partnerships to advance PM&E policy, capacity development knowledge-sharing, thereby contributing to the professionalisation of the public service and the strengthening of a capable, ethical and developmental state. The position also requires effective leadership, people management and oversight of managers within the immediate span of control to ensure the achievement of organisational objectives.
ENQUIRIES	:	Ms Z Dyaloyi, Tel No (012) 312- 0548 Applications can be sent to Recruitment28@dpme.gov.za
POST	:	<u>SENIOR CAPACITY DEVELOPMENT SPECIALIST: (REF NO 08/ 2026)</u>
SALARY	:	R1,317 384.00 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.
<u>CENTRE</u>		Pretoria
REQUIREMENTS	:	An appropriate NQF level 7 qualification in Public Administration/Management, Human Resource Development. A Minimum of 8 years' Experience in developing, implementing and monitoring of Planning Monitoring and Evaluation (PME) policy framework and related capacity development strategies of which 5 years should be at a Middle/Senior Managerial Level. NQF level 8 will be an added advantage A valid drivers-license. A good understanding of political, planning 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 National Development Plan (NDP) and its implementation processes. Ability to foster and manage effective working arrangements 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 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 lead and co-ordinate capacity development programme with internal and external stakeholders to strengthen government-wide Planning, Monitoring & Evaluation (PM&E) system, institutional PM&E system and individual PM&E capacity in line with the Medium-Term Development Plan (MTDP) and the National Development Plan (NDP). Provide strategic leadership on PM&E capacity development programmes to support public sector institutions to strengthen their institutional monitoring. Provides PM&E technical advisory support to strengthen Government- Wide monitoring, evaluation and reporting systems. Co-ordinate partnerships for PM&E training and capacity development to contribute to building a Capable, Ethical and developmental state. Management of Stakeholder/Partnerships to harness diverse skills and expertise required to professionalise PM&E practitioners. Provide professional management and leadership in respect of the provision of the core functions and services assigned to the position.

ENQUIRIES : Mr M Lehong, Tel No (012) 312- 0540
Applications can be sent to Recruitment29@dpme.gov.za

POST **HEAD OF THE OFFICE OF THE DIRECTOR-GENERAL, REF NO 02/2026**
Office of the Director-General

SALARY R1 317 384.00 to R1,551 807.00 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 An appropriate Bachelor's Degree/ Advanced Diploma qualification NQF 7 in Public Administration/ Office Management as recognised by SAQA, with at least five 5 years' experiences at Middle/Senior Managerial level in rendering administrative and executive office support. Experience in the office of an Executive Manager will serve as an added advantage. Knowledge and Skills: Knowledge of public Service Regulations, policies and procedures. Working knowledge of the functioning of National, Provincial and Local Government. Financial Management and Financial Directives. Knowledge of Project Management. Knowledge of Administrative Systems and Minute Taking. Competencies and Skills: Strategic capacity and leadership; Programme and Project management; Financial management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES To manage and coordinate the provisioning of executive and administrative support services to the Director-General and the Department, and sustain good working relationship with all internal and external stakeholders to ensure effective flow of information inside and outside of the Department. This involves conducting research, analyse information and compile complex documents for the DG and scrutinise documents to determine actions/ information/ and/or documents required. Providing an effective and efficient strategic administrative support to the DG, compile the agenda of meetings chaired by the DG and ensure circulation of accompanying memorandum. Co-ordinate and liaise with internal and external strategic alliances and stakeholders between the Office of the DG and other stakeholders to ensure integration of programmes. Provide strategic management and leadership in respect of the core functions and services assigned to the DG's Office.

ENQUIRIES Mr I Chappell, Tel No (012) 312-0476
Applications can be sent to Recruitment23@dpme.gov.za

POST : **ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO 09/2026**
Directorate: Presidential Hotline

SALARY : R.605 742.00 per annum (Salary level 10) plus benefits

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 6) in the area of National Diploma / Degree in Public Administration/ Communications, Developmental Studies/ Humanities/ Data Analytics or related fields with at least 3 years' relevant experience in Experience in the Monitoring and Evaluation, data analytics, project management environment and/or administrative experience and/or Customer care. 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 work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with a team **Personal attribute:** The incumbent must be assertive and self-driven, client orientated, 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 support Presidential Hotline Directorate in ensuring good quality logging of cases, effective monitoring and support to departments and provinces and support the research, knowledge management and communications functions. Management of case logging and tracking function. Manage and track complaints referred to national departments and provinces (Stakeholders). Manage research & knowledge management and communications. Project and administration support

ENQUIRIES Mr M Lehong, Tel No (012) 312-0540
Applications can be sent to Recruitment30@dpme.gov.za