

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



**APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms J Mchunu, by mail to Private Bag X944, PRETORIA, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

**CLOSING DATE** : **01 March 2019 @ 12:00 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 qualification(s), 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 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.

**POST**

**PROGRAMME MANAGER: NATIONAL PLANNING COORDINATION REF NO 002/2019**

Directorate: NPC Secretariat

**SALARY**

R1,189,338.00 to R1,422,012.00 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

**MINIMUM  
REQUIREMENTS**

A relevant Bachelor's Degree/Advanced Diploma (NQF 7) in Research, Policy Coordination, Knowledge Management, Public Administration, M&E or related with at least 10 years' appropriate experience of which 5 years must be at/in Senior Managerial level and in the area of research and knowledge management. A relevant post-graduate qualification (NQF 8) will be an added advantage. Must have In-depth understanding of the NPC and the NDP; knowledge of Stakeholder Management & Communication Skills; Research Methodologies and Budgetary Planning Frameworks and systems Competencies / Skills: Research, report writing project management and leadership skills. In-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office and data analysis 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.

**DUTIES**

The successful incumbent will be responsible to manage, coordinate and facilitate specific research and research projects to inform planning, promote policy coordination and the implementation of a knowledge management strategy for the National Planning Commission. This entails developing the NPC research agenda, per sector and research synthesis methodology to support the National Development Plan and 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 for development, and liaise with stakeholder to set NPC research agenda, disseminate policy information and interface with funders and research intelligence institutions and manage, develop and maintain a NPC sharing and storing Knowledge Management Repository. Monitoring/recommending of the unit's statutory responsibilities in terms of PSA, PFMA and DPSA directives. Managing/supervising of effective and efficient Human Resources planning for the unit. Ensuring of effective and efficient business/operational and annual performance planning for the unit and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the unit in a supportive role

**ENQUIRIES**

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