

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 : **29 March 2019 @ 12:00 pm**

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 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 **SENIOR SPECIALIST: LOCAL GOVERNMENT REF NO 003/2019**
Outcome: Local Government & Human Settlements

SALARY R1 005, 063.00 to R1,183,932.00 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**

A relevant 3-year tertiary qualification (NQF 7) in the areas of Built environment, Finance, Economics, Social Sciences or equivalent with at least 8 years' relevant experience of which 5 years' must be at MMS (Deputy Director or equivalent) or SMS (Senior Management Level). A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Must have understanding of current issues in the local government sector legislation, policies and practices; knowledge of local government prescripts, policies and practices and programmes; experience in performance monitoring and/or management. Competencies / Skills: problem solving, report writing, project/programme 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; 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. Willingness to travel and work irregular hours. Must have a valid driver's license.

DUTIES

The successful incumbent will be responsible for developing, implementing and maintaining a municipal performance assessment system, as well as assessing management and administrative practices in municipalities and contributing to related policy analysis and research activities related to the local government sector. This entails designing and updating relevant performance standards for specific management areas; provide training on conducting self-assessments, utilisation of the assessment tool (comprising of initial assessments, moderation, review, finalisation and improvement planning); provide guidance and oversight on activities in respect of administering the performance assessment tool. Co-ordinate and oversee the regular performance assessment of individual municipalities; validate assessment data; conduct trend analysis and identify possible corrective actions to address performance gaps. Conduct and coordinate external and/or internal moderation of assessments and provide guidance in respect of the process of formulating improvement interventions through the development of guidelines, templates, improvement plans, etc. Assess the level of success in respect of the implementation of appropriate interventions to address key areas of weakness identified in the performance assessment; report on activities and findings to key stakeholders and interested and/or affected parties and collaborate with DCoG, National Treasury, provincial departments of local government, sector departments and Offices of the Premier on matters related to local government; and to represent the unit in the different stakeholder forums as may be directed..

ENQUIRIES

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

POST

SECTOR EXPERT: DISTRESSED MINING COMMUNITIES REF NO 004/2019
Outcome: Economy

SALARY

R826,053.00 – R973,047.00 all-inclusive salary package per annum (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 engineering/ economics, social sciences or equivalent with at least 6 years' appropriate experience of which 3 years should be in facets of social sector management, analysis and monitoring and 3 years at ASD level. Experience in all spheres of government will serve as an advantage. Competencies / Skills: The ideal candidate should have the following skills: Project evaluation and monitoring and interpersonal skills and sound human relations. Should be research competent, should have policy analysis skills and have technical and infrastructural knowledge. 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 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. A valid driver's license.

DUTIES

The successful candidate will be responsible for rendering effective monitoring and reporting in the management of the unit's projects. This entails rendering executive and administrative support to the unit. Liaising with various stakeholders interacting with the department. Provide support for the setting up and operationalizing of management systems for the unit. Provide support for quality production of all external reports and communication and co-ordinate Inter-Ministerial Committee (IMC) and Technical Task Team (TTT) on the Distressed Mining Communities meetings and ensure reports are compiled and follow ups are conducted.

ENQUIRIES

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