

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). Emailed applications will not be accepted.
- CLOSING DATE** : 10 March 2023 @ 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 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.

POST

DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: 06/2023

Sub-Directorate: Executive Coordination and Governance Support

SALARY

R766 584.00 all-inclusive salary package per annum (Salary Level 11).

CENTRE

Pretoria

MINIMUM REQUIREMENTS

An appropriate 3-year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration or related field with at least 6 years appropriate experience of which 3 years must be in Executive Support and 3 years at ASD level. An NQF 7 tertiary qualification will serve as an added advantage.

Specialised training in the areas of Administration or Secretarial for a minimum of 6 months will also be an added advantage. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills and high level of computer literacy and sound knowledge of the Microsoft Office suite, 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.

DUTIES

The successful candidate will be responsible for providing executive support and coordination services to the department. This entails coordinating of Management Meeting: Well-recorded Minutes/documents of all Management Meetings, adequate and timeous follow-up on all decisions/actions and effective Executive and coordinated services rendered. Maintaining of terms of reference of EXCO and all departmental structures: Technical and administrative support services provided in an effective and efficient manner; and constant follow-up on outstanding matters. The managing of filing of all minutes and meeting documents: Minutes/decisions/actions constantly followed-up and correctly and properly indexed and filed. Managing and maintenance of Policy Registers: Updated and well-maintained registers and follow-up on all Parliamentary questions and correspondence. Management of Finance and Human Resources in the Unit(s): Recommend/Monitor the Unit's budget; allocating and checking of work; authorising of work (quality control and sign off); give functional/technical advice and guidance; formal disciplinary authority and Performance Management and Development.

ENQUIRIES

Ms M Masilela, Tel: 012 312 0471.

POST

ASSISTANT DIRECTOR: EXECUTIVE MONITORING REF NO 07/2023

Directorate: Executive Monitoring

SALARY

R491 403.00 per annum (salary level 10) plus benefits

CENTRE

Pretoria

MINIMUM REQUIREMENTS

A relevant 3-year tertiary qualification (NQF 6) in the faculties of Humanities or Management Sciences with at least 5 years' appropriate experience of which 3 years must be in Monitoring & Evaluation and Development Planning and at supervisory level. Should possess high level skills in: report writing, project management, research; community and development planning, stakeholder engagement and management; sound knowledge of the Microsoft Office suite (including excel and power point). Attributes required include good problem-solving skills, attention to detail, excellent verbal and written communication skills, excellent analytical skills and strong customer service and interpersonal skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies. Driver's license is a requirement. Must be willing to travel.

DUTIES

The successful candidate will be responsible providing support in the planning, coordination and reporting of activities implemented in the Directorate and for overseeing administrative and logistical services. This entails ensuring effective rendering of general logistical and programme / project management related support to the Directorate; Conducting research to assist planning processes / relating to special projects; Assisting in stakeholder engagements on priority projects and ensuring that appropriate requisite and functional systems are in place for the monitoring of projects; Providing administrative support to the Director; Assist with the updating and maintaining of relevant templates / / guidelines for implementation of projects; and assist with the development, communication and distribution of Special Projects knowledge products.

ENQUIRIES

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