

## 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** : 17 March 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** **DEPUTY SECRETARY OF PLANNING REF NO: 10/2023**  
NPC Secretariat

**SALARY** R1,590 747.00 all-inclusive salary package per annum (Salary Level 15). 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 8 qualification in the areas of Macro Economics, Social Science or related fields. A Master's Degree (NQF 9) will be an added advantage. A Minimum of 10 years' appropriate experience in the area of Strategic Macro Economics level of which 8

years must be at senior management (SMS) level. 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. Ability to build trust amongst relevant stakeholders at a high level. Well-developed interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. Conflict management skills. Strategic and analytical skills. Financial management and project / programme management skills. Good computer literacy skills. People management and empowerment 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 and have the ability to maintain high levels of confidentiality.

#### **DUTIES**

The successful candidate will be responsible to manage the NPC Secretariat Branch, coordinate and facilitate macro, high level strategic and of long-term planning in the country working with government and social partners. Leadership for promotion and monitoring implementation of the NDP and partnerships for development in the country. This entails to manage, coordinate and facilitate national development planning working with all social partners in support of the NPC. Provide technical, administrative and secretariat support and coordination services to the National Planning Commission (NPC) in implementing the National Development Plan (NDP). Prepare content, reports, presentations for the National Planning Commission and its structures. Assess implementation of country developmental plans across government, region, continent, globally, and with all social partners in support of the NPC. Manage, coordinate and facilitate NPC research, partnerships and engagements with all stakeholders. Strategic and operational leadership for the National Planning Commission and secretariat.

#### **ENQUIRIES**

Mr M Cilo, Tel No (012) 312- 0540 or Email: Mthobisi@dpme.gov.za

#### **POST**

**CHIEF DIRECTOR: RESEARCH, PARTNERSHIPS AND DEVELOPMENT REF: NO 11/2023**  
NPC Secretariat

#### **CENTRE**

Pretoria

#### **SALARY**

R1, 308,051.00 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 8 years' Senior Management level of which 8 years must be 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- 0540 or Email: Mthobisi@dpme.gov.za