

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to **HR@dpme.gov.za** (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 26 April 2022 @ 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 copies of all qualifications, South African Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), 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. Only send documents related to the requirements in the advert. 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the **Snr Management Pre-Entry Programme** as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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** : **CHIEF DIRECTOR: FRONTLINE MONITORING AND SUPPORT REF NO: 016/2022**  
Branch: Public Sector Monitoring & Capacity Development
- SALARY** : R1 269 951.00 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** : An appropriate NQF 7 Qualification in the areas of Social Science, Community Development Studies or Policy Development or equivalent. A post-graduate Diploma Qualification (NQF 8) will be an added advantage. A Minimum of 8 years' appropriate experience in the area of Community Development, Monitoring and Evaluation or Policy Development & Implementation at a sector level of which 5 years must be at Senior Management Services (SMS) level. Proof of successful completion of the NSG Public Service Senior Management Leadership Programme (Certificate for entry into the SMS). A valid drivers-licence. **Competencies/Skills:** Management skills including people management and empowerment. Programme/ Project management skills and financial management skills. Ability to manage, facilitate, coordinate and drive service delivery improvement and support on National, Provincial and Local government level. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and knowledge 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 and have the ability to maintain high levels of confidentiality.
- DUTIES** : Reporting to the Deputy Director-General, the successful incumbent will be responsible to manage, facilitate, coordinate and drive service delivery improvement and support on national, provincial and local government level. Develop, manage and implement monitoring systems, which are responsive to priorities at policy and service delivery level. Provide executive support to political principals during the Presidential, Ministerial Siyahlola, Imbizo's and Outreach Programmes. Develop, manage, establish and enhance citizen based monitoring systems. Manage, coordinate the Presidential Hotline and enhance complaints resolution systems in government. Provide professional management and leadership in respect of the provision of the core functions and services assigned to the Chief Directorate, with specific reference to: Strategic, Annual Performance and Operational planning, budgeting and alignment. Effective and efficient supervision, allocation, utilization, care and or development of all resources allocated to the unit. Effective performance management, reporting and communication on the unit. Implementation and monitoring of the unit's Annual Performance and Operational Plans. Development and implementation of policies, projects, programmes and practices that facilitate effective and efficient performance by the unit. Coordinate capacity development programmes to ensure effective development and application of PM&E policies, tools, systems and guidelines in government. Monitoring/recommending of the Branch's statutory responsibilities in terms of the PSA, Public Finance Management Act (PFMA) as well as DPSA directives and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Branch as well as efficient management/supervision of staff, procurement, equipment and facilities within the Branch.
- ENQUIRIES** : Ms K Mogotsi, Tel No (012) 312-0465
- POST** : **SENIOR SPECIALIST: RESEARCH, CONTENT AND SPEECH WRITING REF NO 017/2022**  
Directorate: Marketing and Communication Services
- SALARY** : R1 073 187.00 per annum, all-inclusive salary package per annum (Salary Level 13)
- MINIMUM REQUIREMENTS** : A three year qualification (NQF Level 7) as recognised by SAQA in Media, Journalism and or Communication plus 6 years' appropriate experience, of which 5 years' work experience must have been at a middle/senior managerial level. Extensive experience in areas such as journalism, writing, research or any other related field, 5 years relevant content development and/or academic/research report writing work experience. Must possess the following skills excellent verbal and written communication (and presentation skills), strong analytical, Professional writing at a senior level suited for media in all platforms and familiarity with content best practices, editing, proofreading and report writing, Demonstrated experience as both a creative and critical thinker with an inquiring and analytical mind, A sound understanding of South African politics, government policies and programmes, Desktop research skills and a High level of computer literacy and sound knowledge of the Microsoft Office suite applications. Must have completed the NSG Public Service Senior Management Pre-Entry Programme.

**DUTIES**

: The successful candidate will be responsible to develop high quality communications and marketing content for dissemination across various digital, social and traditional channels. This entails developing the internal communications strategies and plans for specific activity to staff, volunteers and stakeholders through performing the following functions: Conducting Research and sourcing content from senior management staff and various units across the department. Drafting documents and speeches. Driving content production for the annual report, newsletters, internal publications, departmental website, intranet, reports, brochures and pamphlets. Manage and take responsibility of the website content. Ensuring professionally written content and checking all content to ensure overall accuracy, consistency and enforcement of high editorial standards to ensure that content reflects the tone, style and branding message of the department. Supporting other content producers in the department through proofreading and editing. Build a culture where two-way internal communication is seen as fundamental and integral to the success of the organisation and its staff, and where communication is seen as the business of every staff member. Advocate the critical business importance of internal communication and support the consistent use of the brand. Draft and update departmental calendars, intranet, Internet, web pages, social media, online or print magazines and newsletters. Continually evaluate the success of internal communications, working with a broad range of stakeholders. Draft key messages for target audiences. Conduct research, plan and implement a range of high profile events and conferences, including the staff conference, AGM and others. Undertake risk assessments for conference and events to ensure risks are appropriately managed. Working and negotiating with external suppliers and venues to provide the best value for money. Develop communications plans for each event detailing target audience and plans for reaching them. Provide knowledge, support and expertise in audio-visual presentations for staff. Write and edit copy (ranging from news reports and features to interviews and letter text) for various publications and materials (both print and online), including staff magazine.

**ENQUIRIES**

: Mr I Chappell, Tel No (012) 312-0476