

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets for attention Ms A West.

CLOSING DATE: the closing date has been moved from 25 November 2016 to 11 November 2016.

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license • Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency • The OPSC will verify the qualifications and conduct reference checking on short-listed candidates Correspondence will be limited to shortlisted candidates • If you have not been contacted within 3 months of the closing dates of this advertisement. Please accept that your application was unsuccessful • Please take note that faxed, E-mailed and late applications will not be accepted • All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Office of the Public Service Commission • Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments) • The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST: **DIRECTOR: PLANNING MONITORING AND REPORTING REF NO: D/PMR/10/2016**

SALARY: R 898 743.00 per annum

CENTRE: Head Office, Pretoria

REQUIREMENTS: Ideal candidate profile: An appropriate Bachelor's degree/National Diploma (NQF 7) in Public Management and Social Science or related field • 5 years' experience at middle/ senior management level of which at least 3 years should be in planning, monitoring and reporting • Good understanding and knowledge of government priorities including the National Development Plan . Good understanding of the PSC's mandate • Proven track record in strategic planning, monitoring and evaluation • of government performance. Excellent planning, organisational and communication skills, Excellent research and writing skills • Ability to work across levels within the PSC and interact at a senior level • The successful candidate must possess strong strategic capability, analysis, leadership, programme, project management and financial and people management skills • Proven computer skills and experience in the Microsoft Office suite, e.g. Excel, Word and PowerPoint • A valid code 8 driver's licence.

DUTIES: Key performance areas:. Coordinate, facilitate and guide the PSC's planning processes towards the development of its strategic plan, the annual performance plan and the operational plan • Provide technical advice and support to the Office in the development of its plans including the setting of appropriate indicators, targets and standards • Coordinate and manage the development, review and approval of the Annual Report, Annual Report to Citizens and the Service Delivery Improvement Plan • Analyse performance information and develop high-level reports with key findings and recommendations on remedial measures • Manage the performance information auditing processes • Coordinate MPAT . Provide a secretariat service to the Management Committee and Provincial Director's Forum • Develop policies, systems and tools for effective planning, monitoring, evaluation and reporting.

ENQUIRIES: Ms LC Viviers

TEL: (012) 352 1145