



Business Unit: Office of the Chief Executive Officer

Manager: Planning, Monitoring and Evaluation (PME)

SALARY: R1 026 857,12 PER ANNUM (All-inclusive remuneration package to be structured in accordance with the rules of the MMS) - LEVEL 12

Centre: Durban

Reference: PME/ 01/2025

REQUIREMENTS:

The ideal candidate must be in possession of an (NQF8) qualification in monitoring and evaluation, audit or related fields. Proven Experience in monitoring performance information, including but not limited to monitoring of APP, AOP and aligning such to entity strategic objectives; 5 years' experience in internal auditing and monitoring & evaluation or similar role; 3 years of which should be in public sector management. A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must demonstrate: -

- Practical knowledge of Public Sector legislation relevant to the monitoring and evaluation function,
- Planning and strategic planning skills,
- Public Sector Budgeting,
- Integrity, Independent worker,
- Facilitating teamwork,
- Good communication skills (verbal & written),
- Ability to develop and maintain stakeholder relationships,
- Above average organising skills.

KEY RESPONSIBILITIES:

The successful candidate will be required to Support the CEO to manage the implementation of the MKRI strategic and operational plans.

- Design and implementation of M&E systems and processes,
- Develop and coordinate monitoring and evaluation systems for all business programmes,
- Facilitate Evaluations,
- Manage entity reporting for M&E,
- Service Provider Management,
- Records Management,
- People Management,
- Management of sub- unit budget, Develop and maintain stakeholder relationships.

DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. The application **clearly stating the position applied for and the corresponding reference number on the subject line** must include a detailed copy of a CV, recently certified copies of (1) ID, (2) driver's license and (3) certified copies of relevant qualifications/ certificates and body registrations (not older than 6 months). Applicants are to ensure that they submit all required documentation stated above, as failure to do so may lead to disqualification of the application during the selection process.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.

For any technical queries contact The Human Resources manager, Ms Mngoma at hradmin@moseskotane.com. Candidates who have not heard from MKRI within 6 weeks from the closing date can consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied.

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After the interviews and technical exercises, where applicable, candidates recommended for appointment will be taken through competency testing and verification processes.

The MKRI is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Institute reserves the right not to make these appointments.

CLOSING DATE: 18 MAY 2025