

SENIOR SPECIALIST: STRATEGY, MONITORING & EVALUATION

Salary: R 1 235 267,28 per annum (All Inclusive Package)

Please Note: This is a fixed term position until 31 March 2030

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Senior Specialist Reporting, Monitoring and Evaluation. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

Provides guidance and strategic direction to organisational performance indicators through monitoring and evaluation systems to enable PSETA to implement evidence-based organisational performance interventions to achieve its goal to improve current and future management of outputs, outcomes, and impact.

Duties and responsibilities:

- Oversee the development of monitoring, evaluation, and reporting (MER) systems that include appropriate outputs, baseline data, targets and indicators and impact measurements for the organisation.
- Lead the design, development, planning, and implementation M&E technical strategies, including the development of each Monitoring, Evaluation and Reporting (MER) Plan.
- Oversee the development and implementation of an Organisation-wide Monitoring and Evaluation Framework and act as Quality Management System Champion.
- Manage the Business Performance activities for PSETA, including Monthly reporting, Planning and Forecasting.
- Manage and facilitate the PSETA models used in Planning and forecasting process, ensuring accuracy and completeness of models. Challenge assumptions and work closely with business;
- Oversee compatibility and coordination within the M&E framework, and consistency with statutory and legislative requirements/guidelines/policies.

- Co-ordinate and develop a report on the collated information on organisational performance by the departments and present in an agreed format on the prescribed timelines.
- Manage and attend to escalated clients queries and other external stakeholders matters and respond directly to the stakeholders where appropriate and report only major issues to the CEO.
- Partner with business to analyse and report on the financial impact of decisions across the organisation.
- Develop PSETA's Strategic Plans, Annual Performance Plans (APPs) and Annual Operational Plans (AOPs).
- Manage and monitor the performance of departments through continuous internal and external monitoring tools and processes for the business impact, as well as changes in stakeholder needs.
- Develop, review and maintain M&E reports and highlight the discrepancies or areas of concern to management to mitigate on legitimate potential legal disputes.
- Minimise the exposure to legislative contravention by implementing policies and procedures in full support of legislative requirements.
- Develop and maintain a quality assurance and improvement program that covers all aspects of the monitoring and evaluation activity to ensure compliance.
- Draft reports for submission to Board structures on governance matters.
- Works collaboratively with stakeholders by establishing and maintaining effective working relationships.
- Manage the external stakeholder relationship with the organisation to ensure a healthy working environment and the integrity of the organisation.
- Develops, implements and monitors an internal and external stakeholder management system.
- Facilitate and maintain the internal stakeholder relationship as a key advisory on policy and risk management and legislation to foster collaborative relationship.
- Represents PSETA in meetings with stakeholders in a professional manner and mitigate problems whilst demonstrating a high level of integrity in line with PSETA core values.
- Provides advice and guidance to Management on internal and external stakeholder related matters.

- Collaborate and contribute to the budget preparation process and ensure divisional and departmental budget monitoring in line with PSETA financial guidelines.
- Ensure the effective, efficient, economical, and transparent use of financial and other resources.
- Manage financial and other resources relating to the core business of the PSETA.
- Manage the budget against the fruitless and wasteful expenditures and mitigate such deviations by implementing action plans.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits and explores opportunities to reduce costs.

Requirements:

- Bachelor's degree in law / commerce/ social science/ business management (NQF 7) or equivalent
- Bachelor's Hons degree Law/Commerce/Social Sciences/ Business Management or related field (NQF 8) Advantageous
- 4 – 5 years Experience in public sector strategy, monitoring and evaluation, reporting management
- Knowledge and application of PFMA, KING IV,
- Knowledge of Corporate Governance;
- Government reporting and planning systems
- Knowledge of skills development legislation
- Knowledge and understanding of the monitoring & Evaluation systems and processes.
- Knowledge of policy formulation in a public environment.
- Stakeholder Management
- Strategic management
- Ability to communicate and explain information, processes, timeframes and deadlines
- Intermediary Computer Literacy (Ms Office)
- Report writing
- Planning and organising
- Business Acumen
- Industry Acumen
- Business performance management
- Relationship management
- Planning and organising
- Analytical

- Qualitative and Quantitative
- Relationship management
- Interpersonal Skills
- Results oriented

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation using this email address sme-seniorspecialist@psetajobs.co.za

PLEASE NOTE: Closing Date: 28 August 2025

Enquiries: Mr Carleb Nxumalo - **Call: 012 423 5700**

Please note that this is an employment equity position. All applicants are considered, however, preference will be given to people living with disability and Designated groups (Youth, Women and People with disabilities). In line with PSETA EE Plan.

PSETA is a listed public entity, and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**