

*Are you a quality driven individual?
Do you have a passion for perfection?*

If you answered Yes to these questions, you could be just the individual we are looking for.

PLANNING, MONITORING & EVALUATION OFFICER
Salary Range R 484 691.56 to R 570 225.37 per annum (all inclusive)

Overview of the Organisation

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

The Position

An exciting and challenging opportunity exists in the Strategy, Business Development and Governance Division, to ensure proper planning, monitoring, and evaluation of the projects to give effect to the NMISA strategy.

Minimum Qualifications, knowledge, and Experience

- A Bachelor's degree (e.g. B Com) in Public Administration/ Business Administration and/or Management (a postgraduate qualification will be an advantage).
- Five years' experience in ensuring proper planning, monitoring, and evaluation of the projects to give effect to an organisational strategy.
- Monitoring performance measurement, reporting and evaluation.
- Strong communication skills and demonstrated ability to communicate at a management level.
- Proven ability of business process mapping and modelling.
- Knowledgeable of new trends and developments in corporate strategy and business analysis.
- Understanding of the validation and verification processes.
- Proven ability and experience in reporting required for public entities.
- Experience in data processing and analysis using computer systems.
- Extensive knowledge and understanding of legislative requirements applicable to public entities, including Corporate Governance principles, King codes, Companies Act and Regulations, PFMA, PAIA and POPIA.
- Knowledge and application of project management.
- A valid driver's license.

Duties and Responsibilities:

- Ensuring proper planning, monitoring, and evaluation of the projects to give effect to the NMISA strategy.
- Review of the strategic planning documents considering systematic changes (international trends in Metrology, National and Provincial Policy and Legislative Developments etc.).
- Ensure alignment of the NMISA operations to organisational strategy.

- Ensure effective operation of the Strategy, Business Development and Governance Division in respect of matters pertaining to planning, performance measurement, shareholder relationship, monitoring, and evaluation.
- Verify and consolidate reports on organisational performance in terms of strategic objectives.
- Assist with overall organisational reporting including shareholder and other strategical/operational reports as and when required.

Person Specification:

We are looking for a dynamic, positive thinking individual, who have planning and organising skills, is resilient and customer service orientated. A unique individual with interpersonal skills, who can communicate at all levels. Excellent writing skills and fluency in English. The candidate must have the ability to work both independently and as part of a team and professionalism, considering legal requirements.

Please note:

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act and this position will be filled based on the Employment Equity Plan Preference will be given to previously disadvantaged individuals whose appointments will assist the organisation in achieving its Employment Equity targets, in order of preference: African, Coloured & Indian.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications, and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org Only candidates with all supporting documents will be considered for the position.

Clearly indicate which position you are applying for.

Closing date for applications: **05 May 2023**

People with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You expressly give NMISA consent to process your personal information stored in our history of all who have applied will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA).