

*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](http://www.nmisa.org)

**The Position**

An exciting and challenging opportunity exists in the Strategy, Business Development and Governance Division, to provide direction and guidance to NMISA's long-term strategic planning, and annual performance planning. The successful candidate will be required to provide evidence-based input on cross-cutting issues that have long term implications for development.

**Minimum Qualifications, Experience, knowledge and skills**

**Minimum Qualifications:**

- A Bachelor's degree in Public Administration / Business Administration, Social Science, and/or Public Policy (a postgraduate qualification will be an advantage).
- Additional certifications or diplomas in Planning, Monitoring and Evaluation will be an advantage.
- A valid driver's license.

**Minimum Experience:**

- At least five years' experience in ensuring proper planning, monitoring and evaluation of projects to give effect to the organisational strategy.
- Required Knowledge:
- Understanding of the validation and verification processes.
- Extensive knowledge and understanding of legislative requirements applicable to the NMISA, including Measurement Units and Measurement Standards Act, Corporate Governance principles, King codes, Companies Act and Regulations, PFMA, PAIA and POPIA.
- Knowledge and application of project management.
- Advanced knowledge and application of documentation software (Microsoft Word), including creation of templates and document styles. Working knowledge of Microsoft Excel and Presentations.

**Knowledge and Skills:**

- Excellent communication skills, both written and verbal.
- Ability to write clear, concise, and unambiguous content.
- Strong command of grammar, punctuation, and writing style.
- Ability to grasp and explain complex technical information.

- Ability to conduct thorough studies and gather information from various sources.
- Ability to analyse and synthesise information to create accurate and comprehensive documentation.
- Understanding the needs and capabilities of the target audience.
- Structuring content in a user-friendly manner.
- Ability to work effectively with technical experts, managers, and other stakeholders.
- Effectively engaging with team members to gather information and ensure documentation accuracy.
- Attention to detail, ensuring that documentation is free of errors and follows the required format and guidelines.
- Organisational skills: managing multiple projects, initiatives and tasks whilst meeting deadlines.
- Efficient prioritisation of tasks and managing time effectively under pressure.

### **Responsibilities:**

The purpose of the role is to ensure proper planning, monitoring and evaluation of projects to give effect to the NMISA strategy.

- Engaging with the shareholder (the Department of Trade, Industry and Competition (**the dtic**)) and the Department of Planning, Monitoring and Evaluation (DPME) on submission of plans, documents and reports, as well as management of the Electronic Quarterly Performance Reporting System (eQPRS).
- Monitoring and reporting on key performance indicators and targets against the key outcomes and strategic objectives, as defined in the Strategy Plan and Annual Performance Plan.
- Engage Senior Managers and Programme Managers to collect generated data, record, analyse and verify performance information evidence.
- Analyse quarterly progress reports against the performance targets to inform improvements.
- Monitor the quality of internal management practices against the requirements of the applicable regulatory frameworks.
- Ensuring that PME policies, procedures and guidelines are available and implemented.
- Act as a coordinator and integrator of PME information and as the champion of sound PME practices, norms and standards in the NMISA.
- Prepare performance information and evidence for Internal and external audits. Ensure that performance outcomes pass audits without major findings and that any non-conformances raised are resolved within the given timeframes.
- Liaise with the Programme Managers, Project Managers and Senior Managers on PME and performance reporting.
- Advise managers on the use of periodic monitoring information to assess and review progress against their objectives and associated indicators.
- Review and analyse monitoring reports, provide feedback on underperformance to assist managers to identify areas where improvements are required and the implementation thereof.
- Conduct periodic and systematic evaluations to improve performance, accountability, learning, decision making and recommend ways forward.
- Facilitate the drafting of responses to requests for information from **the dtic**, including questions from the Parliamentary Committee, ensuring that these are finalised and submitted by the given deadline.

**Person Specification:**

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

The position further requires professionalism when dealing with customers and colleagues, plus a level of excellence that goes above and beyond the commercial considerations and legal requirements.

**Please note:**

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to previously disadvantaged individuals in order of preference: African, Coloured & Indian.

Interested and suitably qualified persons MUST upload/ attach all supporting documentation required (CV, certified copies of qualifications, ID etc.) when applying for the position via email to NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org). Only candidates with all supporting documents and completed questionnaire will be considered for the position.

Closing date for applications: **20 January 2025**

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 relevant authority in relation to the position 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 voluntarily give NMISA consent to process your personal information and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA).