

EXTERNAL ADVERTISEMENT

STRATEGY, PLANNING, MONITORING AND EVALUATION

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
50006910	Planning, Performance Monitoring and Reporting Analyst	P08 R989 774.00 CTC Per Annum

Reports to: Senior Manager Monitoring and Evaluation

Purpose

To serve as the technical lead in the development, integration and continuous improvement of institutional planning and performance management systems and processes, and to ensure that strategic objectives are translated into measurable, credible and well-aligned plans, indicators and targets across the institution, as well as to support high-quality performance reporting through data analysis, validation and quality assurance, ensuring that performance information informs decision-making and meets audit requirements.

Responsibilities

Strategic Planning

- Provide technical inputs into the development and review of the SPME Unit Annual Performance Plan (APP), ensuring alignment with institutional priorities and compliance with planning frameworks.
- Ensure that performance indicators and targets within the APP are measurable, credible and aligned to available resources.
- Conduct quality assurance on planning outputs to support efficient resource utilisation and realistic target setting.

Risk Management

- To implement and adhere to risk management systems and processes.
- Support the implementation of risk management and internal control processes within the SPME function.
- Ensure compliance with applicable frameworks (e.g. PMBER, FMPPLA) in planning and performance reporting processes.
- Conduct quality assurance on performance information and supporting evidence to enhance audit readiness.
- Support the reduction of audit findings related to performance information through improved data quality, indicator design and reporting alignment.

Planning (Technical Design, Alignment and Quality Assurance)

Planning Process Coordination and Technical Support

- Support and coordinate institutional planning processes, including:
 - Development of planning schedules and calendars
 - Facilitation of operational planning sessions and engagements
- Provide technical guidance to programmes on planning frameworks, indicator design and alignment requirements
- Support environmental scanning and evidence-based planning inputs

Consolidation and Review of Plans

- Coordinate the consolidation of inputs into strategic and operational plans, ensuring completeness, consistency and adherence to prescribed templates
- Analyse and review draft plans from programmes to improve quality, alignment and compliance
- Support midterm reviews and realignment of the APP as required

Planning Tools, Guidelines and Continuous Improvement

- Develop, review and maintain planning guidelines, templates and tools to promote standardisation and improve planning quality
- Identify gaps in existing planning processes and recommend enhancements
- Ensure planning tools and guidelines are accessible and effectively implemented across the institution

Strategic Alignment and Integration

- Coordinate the alignment of institutional planning processes with national frameworks (MTSF, NDP and sector plans)
- Support the development and alignment of the GPL Strategic Plan to MTSF outcomes and priorities
- Facilitate alignment of programme and committee deliverables, indicators and targets to institutional strategic objectives

Technical Design of Indicators and Targets

- Develop and validate performance indicators and targets in line with applicable prescripts and frameworks
- Ensure indicators are SMART, well-defined and supported by clear technical indicator descriptions and evidence requirements
- Conduct baseline analysis and support target setting to ensure credibility and feasibility

Planning–Performance Integration and Quality Assurance

Assess and validate alignment between:

- Strategic Plan, Annual Performance Plan (APP) and Operational Plans
- Approved performance indicators, targets and reported outputs

Identify and flag risks related to:

- Poorly defined or non-compliant indicators
- Unrealistic or unachievable targets
- Weak linkage between outputs and intended outcomes

Conduct quality assurance reviews to ensure planning outputs are:

- Measurable, credible and aligned with institutional priorities
- Provide recommendations to strengthen alignment between planning, performance reporting and audit requirement

Monitoring (Performance data management and Governance)

- Design, implement and maintain integrated systems for the collection, capturing, validation, storage and reporting of institutional performance information
- Establish and enforce data governance standards, including data definitions, indicator technical descriptions, evidence requirements and reporting protocols
- Ensure the integrity, accuracy, completeness and consistency of performance data across all programmes and reporting streams
- Conduct data verification and validation processes to ensure compliance with applicable frameworks (e.g. FMPPLA and audit standards)
- Monitor data flows across the institution and identify risks related to incomplete or unreliable data, as well as inconsistencies between reported performance and supporting evidence
- Develop and maintain data quality management tools, templates and guidelines to support standardised and compliant performance reporting
- Analyse performance data to identify trends, variances and systemic issues, and prepare regular analytical reports to inform management decision-making
- Provide technical support to programmes on performance data management, reporting requirements and data quality improvements
- Maintain and enhance performance information systems (e.g. LIMS) to support efficient data collection, tracking and reporting

Evaluation

- To coordinate the collection of baseline data
- To evaluate and assess Institutional performance per Stream against the approved Annual Performance Plans and Budgets
- To formulate a framework and procedures for the evaluation of projects

Research

- To identify best practice SPME analysis tools
- To gain approval for implementation of such initiatives and drive implementation using approved project management methodology

Reporting

- Analyse institutional performance reports to identify trends, variances, root causes and emerging risks affecting performance
- Prepare consolidated performance reports and dashboards for management, ensuring clarity, accuracy and alignment with approved plans
- Develop and present performance exception reports highlighting underperformance, anomalies and areas requiring management intervention
- Provide analytical insights to support decision-making, planning adjustments and performance improvement
- Review programme-level reports to ensure consistency, coherence and alignment with approved indicators and targets
- Support stakeholders in interpreting performance information and strengthening the quality of performance reporting outputs

Functional Reporting

- Prepare and submit regular reports on planning, performance data management and reporting activities to the Senior Manager, highlighting progress, challenges and improvement areas
- Provide updates on the status of institutional planning processes, data quality, alignment issues and reporting readiness
- Track and report on key deliverables and milestones related to planning, monitoring and reporting functions
- Escalate risks, bottlenecks and systemic issues affecting planning quality, data integrity and performance reporting
- Contribute inputs to internal unit reports, including quarterly and annual performance reviews of the SPME function

Stakeholder Management

- To foster participatory planning and monitoring by creating awareness amongst primary stakeholders on SPME processes and tools
- To train GPL managers and staff in use of SPME tools

Human Capital

- To participate in the Integrated Performance Management System according to the policy and reporting to the Senior
- Manager SPME on individual performance
- To identify development areas and develop an Individual Development Plan
- To ensure completion and submission of all leave records

- To contribute to a conducive working environment that promotes high performance

Competencies

- Strategic Thinking
- High level Attention to detail and Accuracy
- Strong analytical and critical thinking orientation
- Problem-solving mindset with a focus on evidence-based solutions
- Integrity, objectivity, and discretion in handling performance information
- Accountability and reliability in delivering outputs
- Ability to work independently and manage time effectively
- Ability to multitask and work under pressure, including extended hours when required
- Strong interpersonal skills and ability to build effective working relationships
- Ability to communicate effectively with stakeholders at all levels
- Logical and systematic approach to work
- Ability to act with tact and professionalism in sensitive environments
- Willingness to learn and adapt to new analytical tools and methods
- Collaborative approach and ability to work effectively within team
- High level of commitment, adaptability, and flexibility to work extended hours to meet planning, reporting, and compliance deadlines
- Integrity and objectivity
- Accountability and reliability

Knowledge and skills

- Knowledge of the development of the strategic plan, annual performance plan and operational plans.
- Knowledge of project and programme management.
- Knowledge of National outcomes, Financial Management of Parliaments and Provincial Legislatures Act, Public Finance Management Act, Treasury Regulations and all other legislation relevant to government planning
- Knowledge in the use of MS Word (advance use of Excel) and other statistical packages like SPSS, Atlas-ti
- Policy Application Skills
- Compliance and Governance Skills
- Analytical Interpretation Skills
- Advisory Skills
- Strategic Planning Skills
- Performance Planning Skills
- Analytical and Conceptual Skills
- Results-Based Planning Skills
- Integration and Alignment Skills
- Technical Writing and Documentation Skills
- Compliance and Governance Skills
- Advanced computer literacy, including proficiency in Microsoft Office Suite and data

- analysis tools (e.g., Excel, SPSS)
- Project Planning Skill
- Programme Coordination Skills
- Risk and Issue Management
- Integration and Alignment Skills
- Policy and Legislative interpretation skill
- Compliance and Governance Skills
- Application of Regulatory Frameworks
- Alignment Skill
- Monitoring and Assurance Skill
- Analytical and Advisory Skills
- Integration Skills

Qualification and Experience:

- A Bachelor's Degree or NQF equivalent in Public Administration/Management, Monitoring and Evaluation, Information Management, Project Management, BCom (e.g., Economics, Statistics, or Business Management), or other relevant academic background.
- At least 3-5 years overall working experience of which a minimum of 2-3 years must be within the Strategy, Planning, Performance Monitoring and Evaluation.
- Minimum of 1-5 yrs within the broader public sector
- At least 1 year Supervisory/Specialist experience
- A minimum of 2 years' experience in project management
- Proven experience in auditing and validating non-financial performance data
- Proficiency in Microsoft Excel and SPSS for data analysis, interpretation, and reporting

Closing date for applications: 19 June 2026

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To apply for this position, submit your cv to Hrrecruitment1@gpl.gov.za with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references).

Always quote the position reference number on the subject line – applications without a position reference number will not be considered.

Applicants must refer inquiries pertaining to the advertisement to Talent Attraction Specialist on the following email: Mtshabadira@gpl.gov.za