

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 10 July 2009
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

OTHER POSTS

- POST 23/90** : **RESEARCH PROJECT MANAGER: POPULATION AND DEVELOPMENT**
Directorate: Population and Development Research
- SALARY** : R344 052 p.a This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate post graduate qualification in social sciences (such as population studies, economics, sociology, statistics etc) PLUS credible experience in the development, strengthening and co-ordination of stakeholders and partnerships. Competencies needed: Project management skills. Planning, organising and problem analysis skills. Financial management skills. Ability to work in a team. Interpersonal relations. Good people management skills. Population and development or development studies research skills, including quantitative and/or qualitative research skills. Ability to monitor, analyse and interpret population trends. Policy analysis and development skills, especially in the social and economic development fields. Communication (verbal and written) skills, especially in research report writing. Multi-stakeholder liaison and networking skills. Knowledge of and experience in the population and development field. Computer literacy in both word processing and statistical software (SPSS recommended). Skills in project monitoring and evaluation and as well as operations research will be an added advantage.
- DUTIES** : Key Responsibilities: Initiate and manage interdisciplinary and multi-sectoral social sciences research projects, which will include-writing project proposals and specifications; commissioning research contracts; designing, managing and monitoring research activities; evaluating research reports; and advising on policy and programme implications of research findings. High level liaison with departmental managers and different government departments and research institutions on population and development and social development research activities. Support capacity development on population and development and social development research, through-providing information to stakeholders; offering training and technical support to stakeholders; and developing and maintaining statistical and other databases that support service delivery.
- ENQUIRIES** : Mr Mr L Swartz Tel: (012) 312 7405

POST 23/91 : **ASSISTANT DIRECTOR: PAYMENTS**
Directorate: Financial Administration

SALARY : R174 234 p.a.
CENTRE : Pretoria
REQUIREMENTS: :

- An appropriate Bachelors Degree in Financial Accounting or equivalent qualification PLUS sufficient experience in Financial Management. Knowledge of Legal Governance Financial Framework. Knowledge of Public Service Legislative Framework. Knowledge and understanding of financial Systems (BAS and PERSAL). Knowledge of GAAP and GRAP. Competencies needed:
 - Ability to interpret and apply policies. Planning and organising skills.
 - Communication (verbal and written) skills. Problem-solving skills.
 - Presentation skills. Customer care skills. Computer literacy (MS Word, Excel and Power Point). Negotiation skills. Financial Management and accounting skills. Interpersonal skills. Client orientation and customer focus skills. People Management skills. Attributes: Ability to work in a team and independently. Friendly and trustworthy. Ability to work under pressure. Innovative and creative. Patient.

DUTIES : Key Responsibilities: Authorize payments on BAS, LOGIS and S&T claims. Check and verify allocations and source documents. Manage cashier function. Facilitate the transfer of payments as projected. Follow up on advance account (S&T) as well as advances paid to other departments. Timeously submission of claims to other departments. Provide advice to relevant stakeholders regarding financial accounting matters. Assist with the compilation of annual financial statements. Supervise subordinates and quality check their work.

ENQUIRIES : Ms R Henning Tel no: (012) 312-