

## 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** : 24 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"

## MANAGEMENT ECHELON

- POST 25/49** : **PROJECT MANAGER: SCHOLARSHIP MANAGEMENT**  
(Three-Year Contract)  
Chief Directorate: Welfare Services Transformation
- SALARY** : R615 633 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelors Degree or equivalent qualification PLUS a qualification in project management.  Extensive experience in managing projects.  Knowledge and understanding of Social Service Professions will be an added advantage.  Broad knowledge and understanding of Social Development sector will be an added advantage.  Knowledge of Public Service Regulatory Framework will be an added advantage. Knowledge and understanding of National Skills Development Strategy.  Knowledge and understanding of the Public Service Human Resources Development Strategy.  Knowledge and understanding of the PFMA. Competencies needed:  Programme and Project management skills.  Facilitation and presentation skills.  Research and analytical skills.  Planning and organising skills.  Stakeholder management and networking skills.  Communication (written and verbal) skills.  Policy development skills.  Financial management skills.  Problem solving skills.  Client orientation and customer focus skills.  Monitoring and evaluation skills.  Strategic capability and leadership skills.  Computer literacy.  Managing diversity.  Risk management. Attributes:  Patient.  Ability to work under pressure.  Ability to work in a team and independently.  Creative and Innovative.  Compliant.  Self driven and assertiveness.  Achievement oriented.
- DUTIES** : Key Responsibilities:  Develop and implement strategy for recruitment of social service professional students.  Review and implement policies and guidelines for the implementation of the scholarship programme.  Conduct project analysis and compile recommendations reports to management of the Department and Sector.  Establish and manage a project management office for the implementation of the programme.  Establish, maintain and manage stakeholder relations engaged in the project.  Draft and submit project budget proposals and make recommendations.  Monitor and evaluate the impact of the programme.  Management of the memorandum of agreement with NSFAS.
- ENQUIRIES** : Dr M Mabetoa Tel no: (012) 312-7546

## OTHER POSTS

- POST 25/50** : **DEPUTY DIRECTOR: YOUTH DEVELOPMENT**  
Directorate: Youth Development

<b><u>SALARY</u></b>	:	R344 052 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree in Social Science (or equivalent qualification) PLUS credible experience in the youth development sector. <input type="checkbox"/> Knowledge of youth issues and social conditions. <input type="checkbox"/> Willingness to travel. <input type="checkbox"/> A valid code 08 drivers licence. Competencies needed: <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Leadership and management skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Policy analysis and development skills. <input type="checkbox"/> Facilitation skills. <input type="checkbox"/> Strategic planning skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Interpersonal and liaison skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Accurate. <input type="checkbox"/> Compliant. <input type="checkbox"/> Ability to work under pressure and to cope with a high workload. <input type="checkbox"/> Independent thinker.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Manage and monitor the implementation of the youth development strategy and policy at national, provincial and local level. <input type="checkbox"/> Manage and coordinate funding for youth development projects at provincial level. <input type="checkbox"/> Ensure the development and maintenance of a database of youth organisations as well as NGO's and CBO's involved in youth development. <input type="checkbox"/> Facilitate the implementation of the National Youth Service Programme. <input type="checkbox"/> Facilitate the establishment of youth development forums in provinces. <input type="checkbox"/> Manage service level agreements with service providers. <input type="checkbox"/> Facilitate coordination and integration of youth development programmes in the Department. <input type="checkbox"/> Facilitate implementation of Information, Education and Communication programmes for youth.
<b><u>ENQUIRIES</u></b>	:	Ms S Luka Tel no: (012) 312-7530
<b><u>POST 25/51</u></b>	:	<b><u>PROJECT COORDINATOR: SCHOLARSHIP MANAGEMENT (2 POSTS)</u></b> (Three-Year Contracts) Chief Directorate: Welfare Services Transformation
<b><u>SALARY</u></b>	:	R174 243 per annum PLUS 37% of salary in lieu of benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors Degree or equivalent qualification PLUS a qualification in Project Administration. <input type="checkbox"/> Experience in managing projects will be an added advantage. <input type="checkbox"/> Broad knowledge and understanding of the Social Development sector will be an added advantage. <input type="checkbox"/> Knowledge of the Public Service Regulatory Framework will be added advantage. <input type="checkbox"/> Knowledge of the Public Service Human Resource Development Strategy will be added advantage. <input type="checkbox"/> Knowledge and understanding of the PFMA and Treasury Regulations. <input type="checkbox"/> Knowledge and understanding of the LOGIS and BAS. Competencies needed: <input type="checkbox"/> Financial administration skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (verbal and written) skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Project administration skills. <input type="checkbox"/> Time management skills. <input type="checkbox"/> Networking and liaison skills. Attributes: <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Confidence. <input type="checkbox"/> Problem solving. <input type="checkbox"/> Friendly and trustworthy. <input type="checkbox"/> Self starter. <input type="checkbox"/> Assertiveness.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Full project coordination and records management, this includes; meetings, agendas, project metrics, work plans, project charters, roadmaps, critical paths, presentation and risk logos. <input type="checkbox"/> Serve as a secretariat to all project meetings. <input type="checkbox"/> Compile project office's monthly financial report. <input type="checkbox"/> Liaise with stakeholders on matters relating to the project activities. <input type="checkbox"/> Attend to audit queries and ensure that set dates are met. <input type="checkbox"/> Conduct any reasonable request issued by the project manager in support of the completion of deliverables.
<b><u>ENQUIRIES</u></b>	:	Ms I Sekawana Tel no: (012) 312-7352