

## 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** : 05 February 2010
- 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 02/27** : **MANAGER: SOCIAL WORK POLICY (SERVICE DELIVERY MODEL)**  
Directorate: Service Standards
- SALARY** : R410 262 per annum (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 recognised Bachelors Degree in Social Work (or equivalent qualification) PLUS a minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development.  Registration with the South African Council for Social Service Professions.  Knowledge of relevant legislation and policies.  Knowledge and understanding of human behaviour and social systems.  Valid code 08 drivers licence.  Willingness to travel. Competencies needed:  Capacity building skills.  Facilitation skills and presentation skills.  Analytical and Research skills.  Project management skills.  Planning and organising skills.  Stakeholder management and networking skills.  Communication (written, verbal and presentation) skills.  Policy Analysis and development skills.  Financial management skills.  Monitoring and evaluation skills.  Interpersonal and liaison skills.  Human Resource management skills.  Computer literacy. Attributes:  Ability to work in a team and independently.  Ability to perform multi task when necessary.  Innovative and creative.  Self driven and assertive.
- DUTIES** : Key Responsibilities:  Review, manage and monitor the implementation of the Integrated Service Delivery Model.  Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required.  Facilitate the development and planning of projects to implement norms and standards for social welfare services.  Management of a sub unit for effective utilisation of human resources through quality control of the work delivered, performance management and human resource development.  Liaise / attend meetings with other departments, non-government organisations and other relevant stakeholders to promote delivery of integrated quality social welfare services.  Facilitate the planning, management and monitoring of financial resources in compliance with the Public Finance Management Act.  Perform and/or ensure that all the administrative functions required in the unit are performed.
- NOTE** : Certified copies of proof of registration as a Social Worker with the SACSSP as well as certified copies of certificates of services must accompany your application for employment.
- ENQUIRIES** : Ms I Sekawana Tel: (012) 312-7352

<b><u>POST 02/28</u></b>	:	<b><u>PRINCIPAL LIBRARIAN</u></b> Directorate: Information Management
<b><u>SALARY</u></b>	:	R161 970 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognised Bachelor Degree or equivalent qualification in library and information science PLUS sufficient Experience in library and information management. <input type="checkbox"/> Working experience of INMAGIC DB/Text, SABINET online and electronic database. <input type="checkbox"/> Experience in indexing, abstracting, cataloguing and classification of information resources. <input type="checkbox"/> Knowledge of legislation relevant to the library and information management field. Competencies needed: <input type="checkbox"/> Communication (verbal, written and liaison) <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Excellent online searching skills. <input type="checkbox"/> Good interpersonal skills. <input type="checkbox"/> Ability to work independently and as part of a team. Attributes: <input type="checkbox"/> Accurate <input type="checkbox"/> Attention to detail <input type="checkbox"/> Communicative. <input type="checkbox"/> Friendly. <input type="checkbox"/> Positive attitude
<b><u>DUTIES</u></b>	:	Manage day to day operations of the library <input type="checkbox"/> Acquisition of library materials in accordance with user needs <input type="checkbox"/> Online cataloguing and classification of library materials <input type="checkbox"/> Provide timely and accurate information as and when requested <input type="checkbox"/> Manage Inter library loan requests <input type="checkbox"/> Establish links with other libraries and research institutions <input type="checkbox"/> Develop and implement the library policy and procedure manuals <input type="checkbox"/> Market and promote library services <input type="checkbox"/> Coordinate the library committee meetings.
<b><u>ENQUIRIES</u></b>	:	Ms D Mathebula Tel No: (012) 312-7175
<b><u>POST 02/29</u></b>	:	<b><u>FINANCIAL ASSISTANT</u></b> Chief Directorate Communication
<b><u>SALARY</u></b>	:	R122 841 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised three year Bachelor's degree or equivalent qualifications PLUS credible experience in financial management as well as government provisioning and procurement procedures. Competencies needed: <input type="checkbox"/> Knowledge of the Public Finance Management Act, Treasury Regulations, Provisioning Administration Manual, State Tender Board directives (ST37 & ST36) as well as the Division of Revenue Act. <input type="checkbox"/> Management skills. <input type="checkbox"/> Organising and planning skills. <input type="checkbox"/> Communication (written, verbal and liaison skills. <input type="checkbox"/> Computer software knowledge and experience. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Exposure to project management and strategic processes will be an added advantage.
<b><u>DUTIES</u></b>	:	Effectively controls and monitors the budget, provisioning administration and procurement functions of the Chief Directorate by - <input type="checkbox"/> Compiling monthly cashflow and expenditure projections for submission to the Directorate: Budgeting Planning and Monitoring. <input type="checkbox"/> Facilitating the compilation of the zero based budget inputs from senior managers for timeous submission to the Directorate: Budgeting Planning and Monitoring. <input type="checkbox"/> Providing the projections on personnel expenditure in collaboration with the Directorate: Human Resource Management. <input type="checkbox"/> Compiling a monthly report on the financial position of the Chief Directorate which reflects the expenditure trends according to the Basic Accounting System (BAS) expenditure reports and the manual expenditure system with projections for the remainder of the financial year, for tabling at the Budget Committee meetings. <input type="checkbox"/> Maintaining the day to day expenditure records on the manual system according to source documents received. <input type="checkbox"/> Facilitating the verification of monthly BAS expenditure reports to ensure that discrepancies such as incorrect postings are identified and reported. <input type="checkbox"/> Facilitating the implementation of an effective asset management system for the Chief Directorate as well as the proper safe guarding thereof. <input type="checkbox"/> Providing advice to senior managers in respect of all logistical functions in collaboration with the Subdirector: Logistics. <input type="checkbox"/> Liaising with the Directorate: Internal Control in terms of the implementation of departmental policies, procedures, processes and internal control mechanisms in line with the Public Finance Management Act, Treasury Regulations and other related prescripts and guidelines which will affect the Chief Directorate. <input type="checkbox"/> Facilitating the compilation and co-ordination of inputs from the Chief Directorate to the annual financial statements of the Department. <input type="checkbox"/> Facilitating the timeous response to audit queries and ensuring that set due dates are met.

Providing assistance with the completion and controlling of payment advices, VAS2's, travel and subsistence advances and claims.  
**ENQUIRIES** : Ms K Matlala Tel: (012) 312-7750  
**POST 02/30** : **SENIOR ADMINISTRATION CLERK**  
 Directorate: Information Management  
**SALARY** : R105 645 per annum  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** :  A Senior Certificate (Grade 12) PLUS relevant experience in library and information management.  Knowledge of INMAGIC DB/ Text, SABINET online and the Internet will be an added advantage. Competencies needed:  Ability to read and write  Computer literacy  Good communication skills  Excellent customer care. Attributes:  Accurate  Attention to detail  Communicative.  Friendly.  Positive attitude  
**DUTIES** :  Render library support services.  Assist in providing information to library users.  Lending library materials utilising the Inmagic Database.  Daily handling of newspapers.  Assist in handling inter library loan requests.  Daily shelving and shelf reading according to DDC and in-house alphabetic system.  Manage the usage of the photocopying machine and the audio visual room bookings.  Any other duties assigned by the Principal Librarian.  
**ENQUIRIES** : Ms D Mathebula Tel No: (012) 312-7175