

## 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.*

<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<b><u>FOR ATTENTION</u></b>	:	Ms J Malala
<b><u>CLOSING DATE</u></b>	:	19 February 2010
<b><u>NOTE</u></b>	:	A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. <input type="checkbox"/> It will be required of the successful candidate to undergo an appropriate security clearance. <input type="checkbox"/> An indication in this regard will facilitate the processing of applications. <input type="checkbox"/> Applicants must please note that they will be required to show proof of original qualifications during the selection process. <input type="checkbox"/> Correspondence will be limited to successful candidates only. <input type="checkbox"/> If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. <input type="checkbox"/> It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). <input type="checkbox"/> Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

## OTHER POSTS

<b><u>POST 03/61</u></b>	:	<b><u>DEPUTY DIRECTOR: SECTOR EDUCATION AND TRAINING</u></b> Directorate: Sector Education and Training
<b><u>SALARY</u></b>	:	R378 456 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate recognised Bachelor's degree or equivalent qualification PLUS credible relevant experience in the field of human resource development. <input type="checkbox"/> Competencies needed: <input type="checkbox"/> Policy development skills. <input type="checkbox"/> Strategic planning programme and project management skills. <input type="checkbox"/> Proven managerial and leadership skills. <input type="checkbox"/> Communication (written and verbal) and interpersonal skills. <input type="checkbox"/> Negotiation, liaison and organising skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Knowledge of/experience in SETA's, SAQA processes and curriculum development skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Monitoring and evaluation skills. Attributes: <input type="checkbox"/> Accurate. <input type="checkbox"/> Compliant. <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Systematic.
<b><u>DUTIES</u></b>	:	Develop and monitor the implementation of a Human Resource Development Strategy for the Social Development Sector. <input type="checkbox"/> Facilitate and monitor the implementation of capacity building programmes for Social Service Professions for the Social Development Sector. <input type="checkbox"/> Facilitate the development of curriculum and accredited capacity building programmes for the Social Development Sector. <input type="checkbox"/> Monitor the implementation of Learnerships for the Social Development Sector. <input type="checkbox"/> Participate in stakeholder activities. <input type="checkbox"/> Establish partnerships and co-operations with relevant academic institutions and possible donors. <input type="checkbox"/> Ensure the department's participation in broader skills development processes for the Public Service. <input type="checkbox"/> Co-ordinate Expressions of interest to HWSETA as and when required. <input type="checkbox"/> Manage human and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr R van Loggerenberg Tel no: (012) 312-7674
<b><u>POST 03/62</u></b>	:	<b><u>PROJECT MANAGER</u></b> Directorate: Systems Development
<b><u>SALARY</u></b>	:	R378 456 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate Bachelors Degree (or equivalent qualification) PLUS credible experience in project management. <input type="checkbox"/> A National Diploma/Degree in Information Technology will be an added advantage. <input type="checkbox"/> Ability to work under pressure.

		<ul style="list-style-type: none"> <li>□ Knowledge of the system development life cycle. Competencies needed: □ Project management skills. □ Financial management skills. □ Resource management skills. □ Presentation skills. □ Negotiation skills. □ Planning and organising skills. □ Strategic planning skills. □ Computer literacy. □ Communication (written and verbal) skills. □ Time management skills. Change Management.</li> </ul>
<b><u>DUTIES</u></b>	:	<p>Key Responsibilities: □ Develop executable IT project plans. □ Establish a departmental information technology Project Management Office. □ Manage projects information technology deliverables in collaboration with the quality assurance unit. □ Facilitate the entering and maintenance of co-operation agreements. □ Manage the information technology project cycle and reporting. □ Manage the project team dynamics. □ Act as departmental information technology project intermediary. □ Manage deliverables of management information system project (MISP). Coordinate and facilitate Change within the Department on the newly or soon to be implemented changes as a result of new technologies being implemented</p>
<b><u>ENQUIRIES</u></b>	:	Ms P Moabelo Tel no: (012) 312-7108
<b><u>POST 03/63</u></b>	:	<b><u>ASSISTANT DIRECTOR: SOCIAL RELIEF</u></b> Directorate: Social Relief
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R192 540 per annum Pretoria</p> <p>□ An appropriate Bachelors Degree (or equivalent qualification) PLUS sufficient experience in the field of administration or management and/ or a Senior Certificate (Grade 12) PLUS extensive experience in the field of administration and management. Willingness to travel. □ Knowledge of the Public Sector Financial Management Act and related framework and policies supporting the provision of Social Relief of Distress. Understanding of the Emergency Relief Disbursement policy. Competencies needed: □ Communication (written and verbal) skills. □ Financial management skills. Conflict resolution skills. □ Project management skills. □ Change management skills. □ Planning and organising skills. □ Supervisory skills. □ Numeric skills. □ Problem solving skills. □ Interpersonal and liaison skills. □ Computer literacy. □ Accuracy. Attributes: □ Ability to function independently and to work under pressure. □ Ability to analyse business cases and the implementation plans in accordance with existing policy guidelines.</p>
<b><u>DUTIES</u></b>	:	<p>Key Responsibilities: □ Provide assistance to gather relevant information from various stakeholders to make inputs on the development of the policy on Social Relief of Distress. □ Liaise with provinces on Social Relief of Distress issues. □ Conduct field visits to ensure that policy directives of the department are implemented. □ Monitor the Emergency Relief Fund. □ Liaise with organisations on Emergency Relief issues. □ Keep records of all issues of Social Relief of Distress and Emergency Relief Fund. □ Participate in various disaster management forums to gather information on related events.</p>
<b><u>ENQUIRIES</u></b>	:	Mr J Molifi Tel no: (012) 312-7624
<b><u>POST 03/64</u></b>	:	<b><u>FINANCIAL ASSISTANT</u></b> Chief Directorate Communication
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R161 970 per annum Pretoria</p> <p>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: □ Knowledge of the Public Finance Management Act, Treasury Regulations, Provisioning Administration Manual, State Tender Board directives (ST37 &amp; ST36) as well as the Division of Revenue Act. □ Management skills. □ Organising and planning skills. □ Communication (written, verbal and liaison skills. □ Computer software knowledge and experience. □ Presentation skills. □ Exposure to project management and strategic processes will be an added advantage.</p>
<b><u>DUTIES</u></b>	:	<p>Effectively controls and monitors the budget, provisioning administration and procurement functions of the Chief Directorate by - □ Compiling monthly cashflow and expenditure projections for submission to the Directorate: Budgeting Planning and Monitoring. □ Facilitating the compilation of the zero based budget</p>

inputs from senior managers for timeous submission to the Directorate: Budgeting Planning and Monitoring. □Providing the projections on personnel expenditure in collaboration with the Directorate: Human Resource Management. □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. □Maintaining the day to day expenditure records on the manual system according to source documents received. □Facilitating the verification of monthly BAS expenditure reports to ensure that discrepancies such as incorrect postings are identified and reported. □Facilitating the implementation of an effective asset management system for the Chief Directorate as well as the proper safe guarding thereof. □Providing advice to senior managers in respect of all logistical functions in collaboration with the Subdirector: Logistics. □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. □Facilitating the compilation and co-ordination of inputs from the Chief Directorate to the annual financial statements of the Department. □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**

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Ms K Matlala Tel: (012) 312-7750