

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts 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 E Steenkamp
- CLOSING DATE** : 24 February 2017
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 06/78** : **DEPUTY DIRECTOR: CHILDREN BENEFITS REF NO: D1/A/2017**
Directorate: Children and Family Benefits
- SALARY** : R612 822 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.
- CENTRE** : Harlequins Office Park, Groenkloof
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or equivalent qualification in the Social Sciences plus credible experience in the field of children and social protection. Knowledge and thorough understanding of the policy making process. Knowledge and thorough understanding of research methods. Knowledge and thorough understanding of policies, legislation, regulations and strategies in relation to social assistance and more broadly, social protection. Knowledge of international collaboration and partnerships. Knowledge and application of economics in relation to policy making will be an added advantage. Competencies: Analytical skills. Report writing skills. Project management skills. Computer literacy. Communication (written and verbal) skills. Quality management skills. Presentation and facilitation skills. Problem solving skills. Financial and human management skills. Monitoring and evaluation skills. Planning and organising skills. Interpersonal relations skills. Networking (nationally and internationally) skills. Attributes: Assertive and confident. Ability to work under pressure. Independent and logical thinker. Persuasive and open-minded. Ability to work in a team and independently. Creative and innovative. Good listener. Pays attention to detail. Professional approach to time, costs and deadlines. Positive and adaptable. Confidentiality. Honesty, trustworthy and integrity. Networking Assertiveness. Achievement orientated. Cost consciousness. Confidentiality. Respectful and disciplined.

DUTIES : Key Responsibilities: Analyse, evaluate and review existing policies, legislation and strategies to improve access to social protection for poor and vulnerable children. Identify needs, policy and legislative gaps in respect of social assistance to poor and vulnerable children using research. Develop social assistance policies and legislation in respect to poor and vulnerable and facilitate the implementation thereof. Facilitate and monitor the implementation and strategies to improve accessibility to social protection for poor and vulnerable children. Facilitate stakeholder consultation on social assistance policy initiatives and legislative frameworks in relation to poor and vulnerable children. Review international conventions, agreements and policies on matters relating to social protection for poor and vulnerable children.

ENQUIRIES : Dr M Mogotsi Tel no: 012 741 6835
NOTE : In terms of the Chief Directorate's employment equity target, Indian and White females & males as well as persons with disabilities are encouraged to apply.

POST 06/79 : **SYSTEM ANALYST 2 POSTS REF NO: D1/B/2017**
 Directorate: Systems Development

SALARY : R311 784 per annum
CENTRE : Pretoria, HSRC Building
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Information Technology PLUS credible experience in IT solutions/systems development. Knowledge of the Public Service Regulations. Knowledge of information technology business systems. Knowledge and understanding of system development methodology and project management. Knowledge and understanding of ASP.net, VB.net or C#, SQL, XML, HTML, JavaScript. Competencies: Communication (written and verbal) skills. Planning and organising skills. Computer literacy. Facilitation and presentation skills. Project management skills. Quality management skills. Technical report writing skills. IT research skills. Negotiating skills. Analytical skills. Interpersonal and liaison skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.

DUTIES : Key Responsibilities: Develop implementation (roll-out) plans in consultation with relevant directorates. Manage the roll-out projects on the systems. Manage the JAD sessions (Joint Application Design sessions) and secure release of different stakeholders from their directorates to join projects. Provide feedback to the custodians and beneficiaries of the system. Align the business systems with the departmental strategic direction. Regularly share the department's strategic initiatives with relevant stakeholders. Integrate all business systems initiatives with the national efforts. Consolidate links with provinces for smooth running of national projects on systems.

ENQUIRIES : Ms M Nkhethoa Tel no: 012 312 7108
NOTE : In terms of the Chief Directorate's employment equity target, African and Coloured males, Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

POST 06/80 : **INTERNAL AUDITOR: FINANCIAL AUDITS REF NO: D1/C/2017**
 Directorate: Governance and Performance Audits

SALARY : R262 272 per annum
CENTRE : Pretoria, HSRC Building
REQUIREMENTS : An appropriate recognised Bachelor's Degree or National Diploma in Auditing or equivalent qualification Plus 1-2 years experience in conducting internal audits. Knowledge of Public Service Regulatory Framework. Knowledge of the IIA Standards. Knowledge and understanding of internal audit systems and procedures. Understanding of corporate governance practices and government compliance prescripts. Registration with the Institute of Internal Auditors will be an added advantage. Competencies: Communication (verbal and written) skills. Planning and organising skills. Problem solving skills. Policy analysis skills. Office management and administration skills. Computer literacy. Client liaison skills. Analytical skills. Report writing skills. Attributes: Integrity. Objectivity. Independence. Confidentiality. Ability to work under pressure. Confident. Willingness to learn. Team player.

DUTIES : Responsibilities: Assist in planning audit projects in accordance with internal audit methodology. Execute audits in accordance with the approved audit framework, plan and IIA Standards. Raise findings and discuss outcomes to the client. Develop draft audit reports. Evaluate client responses to draft internal audit findings and

make the necessary adjustments. Coordinate the exit meeting with clients. Conduct follow-ups on audit findings.

ENQUIRIES : Mr V Rikhotso Tel no: 012 312 7253

POST 06/81 : **INTERNAL AUDITOR: PERFORMANCE AUDITS REF NO: D1/D/2017**
Directorate: Financial, Compliance and IT Audits

SALARY : R262 272 per annum

CENTRE : Pretoria, HSRC Building

REQUIREMENTS : An appropriate recognised Bachelor's Degree or National Diploma in Accounting/Internal Auditing or equivalent qualification Plus 1-2 years experience in conducting internal audits. Knowledge of Public Service Regulatory Framework. Knowledge of the IIA Standards. Knowledge and understanding of internal audit systems and procedures. Understanding of corporate governance practices and government Accounting Standards. Registration with the Institute of Internal Auditors and partially completed audits will be an added advantage. Competencies: Communication (verbal and written) skills. Planning and organising skills. Problem solving skills. Policy analysis skills. Office management and administration skills. Computer literacy. Client liaison skills. Analytical skills. Report writing skills. Attributes: Integrity. Objectivity. Independence. Confidentiality. Ability to work under pressure. Confident. Willingness to learn. Team player.

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ENQUIRIES : Mr B Fikeni Tel no: 012 312 7883

NOTE : In terms of the Chief Directorate's employment equity target, Coloured and Indian males, African and White females as well as persons with disabilities are encouraged to apply.