

**PROVINCIAL ADMINISTRATION: LIMPOPO
ADVERTISEMENT OF VACANT POSTS: DEPARTMENT OF SOCIAL DEVELOPMENT**

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply. Correspondence will be entered into with short listed candidates only. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number and the centre which they are applying for.

- APPLICATIONS** : Applications should be addressed to the addresses listed below: Head Office: Head of Department, Private Bag X9710, Polokwane, 0700
Vhembe: District Director, Private Bag x 5040, Thohoyandou, 0950
- CLOSING DATE** : 24 February 2017
- NOTE** : Applications are hereby invited from suitably qualified candidates for vacant posts. NB: Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. NB: All candidates short-listed 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 competency using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 06/161** : **CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO: DSD/11**
- SALARY** : R1 068 564 per annum, Level 14
- CENTRE** : Head Office
- REQUIREMENTS** : Qualifications and competencies: A Bachelor's degree in Social Sciences or equivalent qualification at NQF Level 7 plus experience at Senior Management level and social development sector. Senior Management Leadership Programme will be an added advantage. Current registration with South African Council for Social Service Professions (SACSSP). A valid driver's license. KNOWLEDGE AND SKILLS: Knowledge of legislative framework governing the Public Service and all Social Services Acts and Regulations. Strategic capabilities and leadership. Service delivery innovation. Policy analysis and development. Problem solving, communication, leadership and decision making. Change Management, Knowledge management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management. Computer Literacy.
- DUTIES** : Key Performance Areas: Provide leadership and high level strategic direction and policy in the Branch. Manage and coordinate transformational programmes and ensure quality assurance of social service programmes. Implement and monitor provision of developmental Social Welfare Services. Develop, facilitate and monitor capacity building on child, youth and family care to ensure proper management and implementation of the programmes. Develop and ensure the implementation of policies, strategic plan, norms and standards for elderly, disability and substance abuse. Manage and utilize resources in accordance with relevant directives and legislations. Overall management, monitoring and evaluation of the provision of Social Development services. Manage and coordinate the provision of Social Relief and transversal social services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/ Mr PM Phala/ Ms ME Gafane at 015 230 4426/4407/4315.
- POST 06/162** : **DIRECTOR: STRATEGY, MONITORING & EVALUATION REF NO: DSD/12**
- SALARY** : R898 743 per annum, Level 13
- CENTRE** : Head Office
- REQUIREMENTS** : Qualifications and competencies: An appropriate recognized Bachelor's degree or equivalent qualification at NQF Level 7. Proven extensive experience in Strategic Management process and Monitoring and Evaluation services. Senior Management Leadership Programme will be an added advantage. A valid driver's license. KNOWLEDGE AND SKILLS: Knowledge of legislative framework

governing the Public Service. Strategic capabilities and leadership. Service delivery innovation. Policy analysis and development. Problem solving, communication, leadership and decision making. Change Management, Knowledge management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management. Computer Literacy.

- DUTIES** : Key Performance Areas: Provide leadership and high level strategic direction and policy in the component. Develop and maintain departmental monitoring framework. Establish, maintain and manage monitoring and evaluation systems for the department. Monitor and ensure the implementation of programs aimed at monitoring service delivery. Coordinate annual and quarterly data assessment. Coordinate the implementation of national and provincial policies, strategies, guidelines, directives and procedures on monitoring and evaluation. Provide social research information support to the department. Develop and maintain strategic planning and reporting guidelines for the Department. Render support and advice to all strategic related matters including strategic planning and policy coordination. Facilitate and conduct research and policy coordination services. Manage and utilize resources in accordance with relevant directives and legislations.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/ Mr PM Phala/ Ms ME Gafane at 015 230 4426/4407/4315.

OTHER POSTS

- POST 06/163** : **ASSISTANT DIRECTOR: STORES REF NO: DSD/13**
- SALARY** : R311 784 per annum, Level 09
CENTRE : Head Office
REQUIREMENTS : An appropriate Bachelor's Degree in Finance, Business Management, Supply Chain Management or equivalent qualification at NQF level 6. Proven extensive experience in Supply Chain Management. A valid driver's licence. KNOWLEDGE AND SKILLS: Negotiation skills. Computer literacy. People management. Financial management. Planning and organising. Knowledge of legislative framework governing the public service.
- DUTIES** : Key Performance Areas: Implement the business plan in line with the strategic objectives of the Department. Process invoice and purchase orders. Receive and process requisition. Manage and administer the stores infrastructure and management processes. Provide optimal inventory levels. Manage and utilise human resources in accordance with relevant directives and legislation.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/ Mr PM Phala/ Ms ME Gafane at 015 230 4426/4407/4315.
- POST 06/164** : **ACCOUNTING CLERK: EXPENDITURE & ACCOUNTS REF NO: DSD/14**
- SALARY** : R142 461 per annum, Level 05
CENTRE : VHEMBE
REQUIREMENTS : A Senior Certificate/ Grade 12 with accounting as a passed subject. At least 1 to 2 years' relevant working experience. KNOWLEDGE AND SKILLS: Communication skills. Computer Literacy. Knowledge of legal framework governing public service.
- DUTIES** : Key Performance Areas: Assist with the clearing of ledger accounts. Verification of all requests for payments received for allocation of codes and supporting documentation. Capture payments on BAS system. Ensure payments adhere to legislation. Perform monthly reconciliation of accounts to ensure that all invoices are paid in time.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/ Mr PM Phala/ Ms ME Gafane at 015 230 4426/4407/4315.